

What are the steps for taking a Medical Leave of Absence?

1. Contact the Health and Counseling Center (HCC) to schedule an appointment to discuss the MLOA.
2. Read the FAQs.
3. Fill out first section (name, ID, and contact info) of the MLOA form, and if you have a provider outside of the HCC please fill out that portion of the second section as well.
4. Bring the partly completed MLOA form to your appointment with Health and Counseling.
5. At your meeting, someone from Health and Counseling will answer any questions you may have. Following your discussion, you and the HCC staff member will both sign the MLOA form, and the HCC staff member will fill in the effective date.
6. If you have specific questions regarding Academics, and/or would like an additional meeting to discuss these questions, please email the office of the Dean of Student Services. It is helpful to include your questions in the email so you may be best directed to the most appropriate resource.
7. Bring the MLOA form to the remaining required offices or individuals, ask questions, and get required signatures. Required signatures for everyone include the Office of the Dean of Student Services (start here!) your adviser, the Business Office, and Financial Aid (whether or not you use Financial Aid!). If you live on campus, the Residence Life signature is required. If you are an international student, the International Student Services signature is required.
8. Return the completed form to Office of the Dean of Student Services.
9. The completed form will be logged and a copy filed in the Dean of Student Services office. The original form will be delivered to the Registrar's Office.
10. An email will be sent to your professors and adviser from the Dean of Student Services office to notify them that the MLOA paperwork is being processed and that the Registrar's office will notify them when the student is removed from their classes (*if the MLOA is taken during the academic year*).

REVISED: JANUARY 2011

Please see the student services website for the most updated information:
www.reed.edu/student_services

FAQs: Medical Leave of Absence

LEAVES, MEDICAL LEAVES, EMERGENCY ABSENCES AND WITHDRAWALS

Leave of Absence

A leave of absence (LOA) may be available for students who are taking time off from the college for a variety of reasons. Leaves are usually processed before the start of a semester and can be granted for a maximum of two semesters. The final deadline to take a leave during the semester is the deadline to withdraw from a semester course. Tuition, room and board refunds will be calculated on the college's refund schedule, found in the catalog and guidebook. Students who would like to request a leave of absence should begin by meeting with one of the Deans of Student Services.

Medical Leave of Absence

A medical leave of absence (MLOA) may be available for students who have medical or psychological conditions that severely limit their ability to perform their academic work. Students who would like to request a medical leave of absence should begin by meeting with a staff member in Health and Counseling. Medical leaves of absence are granted by one of the Student Services Deans in consultation with Reed's Health and Counseling Services, and are based on the written recommendation of a physician or mental health professional. Normally, medical leaves will last for at least one full semester but no more than two consecutive years (four semesters). In general, the Dean of Students may respond to clinically-based exceptions to this, either to reduce or increase time away, as appropriate. Generally, the student will have three months of documented/demonstrated symptom improvement and stability prior to requesting readmission. Tuition, room and board refunds will be calculated on the college's refund schedule, found in the catalog and guidebook. The final deadline to take a medical leave during the semester is the last day of finals.

Emergency Absence

An emergency absence (EA) is **not** a leave from the college. Students are still considered enrolled. There are no refunds for time spent away from the college during an emergency absence. An emergency absence is appropriate for a brief absence from the college (no longer than three weeks). Students intending to take an emergency absence are encouraged to meet briefly with one of the Deans of Student Services to discuss resources available to support the student. Students intending to take an emergency absence are not necessarily excused from any responsibilities for missed classes and coursework and should meet with their faculty as soon as possible to discuss the implications of taking an emergency absence in each class. Should a student need more time away from the college, they may apply for a leave, or a medical leave, whichever is more appropriate for their situation.

Withdrawal

Students who plan to depart from the college permanently may do so by withdrawing. Students who would like to withdraw should contact the Office of the Dean of Student Services to initiate the process. Students who have withdrawn and desire to be readmitted must apply for readmission through the Registrar's Office.

FAQs and forms for leave of absence, medical leave of absence, emergency absence and withdrawal can all be found on the Student Services website at: www.reed.edu/student_services/leave_of_absence.html

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CAMPUS CONTACTS

Dean of Students Office

student-services@reed.edu

Jen Negen, executive assistant to the VP & dean of students, 503/777-7521.

Residence Life

res.life@reed.edu

Amy Schuckman, interim assistant dean of residence life, 503/517-7843.

Clea Taylor, office coordinator, 503/777-7536.

Registrar

registrar@reed.edu

For questions regarding return from leave, extension of leave, and registration:

Emilie Smith, associate registrar, 503/777-7296.

For questions regarding transfer credit:

Ben Bradley, recorder/transfer evaluator, 503/777-7295.

Financial Aid

financial.aid@reed.edu

For questions regarding the effect of your leave on your financial aid status:

Leslie Limper, director of financial aid, 503/777-7223.

For questions regarding Stafford loan repayment and the exit interview process:

Sarah Duncan, assistant director of financial aid, 503/788-6693.

Business Office

controller@reed.edu, student-accounts@reed.edu

For questions regarding Perkins and Reed loan repayment and exit interview process:

Sara Rosenberger, accounts receivable/loan specialist, 503/777-7504.

Health and Counseling Center

health-services@reed.edu

Kate Smith, director of health and counseling, 503/517-7462.

International Student Services

riverad@reed.edu

David Rivera, assistant dean of international students, 503/517-5538.

What happens to my present room contract?

When you take a medical leave of absence, your room and board contract terminates on the date specified by the Assistant Dean of Residence Life or designee (*normally three days after the effective date of the leave*). If you return your room key and there is no damage to your room, you will get a full refund on your \$100 housing deposit as a credit to your account. If you would prefer the credit refunded to you in check form, you can request it from the Business office after the credit appears in your student account.

What if my medical leave begins over winter break?

If the medical leave begins over winter break or at the beginning of the spring semester, once the dorms open for spring semester the student will have three days to pack your room and leave Reed. Students may ask for special permission from the Assistant Dean of Residence Life to return to the halls before they open to move their belongings from their room. Students on medical leave are not allowed to occupy their rooms overnight without permission from Residence Life.

Can I visit friends in the dorm and stay overnight?

Students on medical leave are not permitted to be guests of other students or to stay overnight on campus when their medical leave is in effect.

How do I request on-campus housing for the semester I plan to return?

The Residence Life Office has the most updated information about obtaining housing available on their website. However, in general the following is true:

Leaving during fall semester with plans to return in January for the spring semester:

Before departing for a medical leave, the student can apply for spring housing in the office of Residence Life. Contracts and additional information regarding room and board are available at http://web.reed.edu/res_life.

Leaving in the fall with plans to return the following fall:

Students should check the Residence Life website after March 1 for the time line of how to enter the lottery. There is a \$100 housing deposit required to enter the lottery that may be paid by check (send checks to Reed College, Attention: Residence Life) or by credit card at www.afford.com/reed. If the student misses the lottery, he or she can contact the Residence Life Office to sign up for the wait list.

Leaving during the spring semester with plans to return in the fall:

Students should check the web site after March 1 for the time line of how to enter the lottery. There is a \$100 housing deposit required to enter the lottery that may be paid by check while on medical leave. The process to sign up for the lottery is currently on-line, so the student can still sign up from off-campus. If the student misses the lottery he or she can contact the Residence Life Office to sign up for the waitlist.

How is the effective date determined on the MLOA form?

In general, the effective date is the day the student informs the Office of the Dean of Students or the Director of Health and Counseling that they have decided to take a MLOA. The Director of Health and Counseling will write the effective date on the MLOA form before the student begins to gather signatures. The effective date (and move-out date, if on campus) will be used in determining refunds and / or monies owed to the college.

If I apply for a MLOA following an emergency absence, how will this affect the effective date of my MLOA?

In most cases, if a student on EA decides to extend their time away by taking an MLOA, the effective date of the MLOA is the date they inform a dean in student services, or the director of the health center that they have decided to take a MLOA.

How long is a medical leave?

Normally medical leaves will last for at least one full semester but no more than two consecutive years (four semesters). In general, the Dean of Students may respond to clinically-based exceptions to this, either to reduce or increase time away, as appropriate. When you feel you are ready to return and have three months of documented/demonstrated symptom improvement and stability, please send a letter to the Dean of Student Services requesting readmission.

Can I extend my medical leave status if I want to? Or return sooner than planned?

Students on medical leave wishing to extend their leave or return early must apply to and secure the approval of the office of student services (see below). Normally, medical leaves will last for at least one full semester but no more than two consecutive years (four semesters). (*Please note: LOAs and MLOAs may not be stacked beyond four semesters--you may not spend more than four semesters away by returning from MLOA and immediately going on LOA or vice versa.*) In general, the Dean of Students may respond to clinically-based exceptions to this, either to reduce or increase time away, as appropriate.

What happens if I don't return from medical leave as planned, but I decide later that I want to return?

Students who left the college on medical leave must secure the approval to return from the student services office, even if the leave expired and they are now considered withdrawn. Students must provide the documentation required by student services to show that they have met any conditions or stipulations of the medical leave.

Readmission of students who have left Reed without an approved leave or after failing to return from a medical leave must also apply for readmission through the registrar's office. Students must contact the registrar's office for the application for readmission.

Students applying for financial aid should complete all the necessary paperwork and adhere to applicable deadlines, which often are earlier than the deadlines for registering or requesting a leave or medical leave. Financial aid cannot be awarded until the student has been formally readmitted. For that reason, the sooner the student applies for readmission, the better. The student services office will notify the financial aid office when a student has been approved for readmission. Residence Life will notify the student regarding available housing, if the student has indicated on their application for readmission that they plan to live on campus.

How do I apply to return to Reed?

Normally, medical leaves will last for at least one full semester, but no more than two consecutive years. When you feel you are ready to return and have three months of documented/demonstrated symptom improvement and stability, please send a letter requesting readmission to the Director of the Health and Counseling Center (HCC) at Reed. Students on medical leave do not have to apply for readmission through the registrar's office. They do, however, have to secure approval from the HCC and the Dean of Students to return. Students on medical leave will receive a letter from the Dean of Students describing in detail the steps required to be approved to return. These steps must be completed before the relevant deadlines, and include:

- Providing a letter to the HCC Director detailing the student's progress during the medical leave of absence and his/her plans for maximizing academic success and overall wellbeing once s/he returns to Reed
- Obtaining and providing to the HCC Director documentation from relevant treatment provider(s) indicating that the student has complied with treatment recommendations, has experienced a significant reduction in symptoms and has established medical/psychological stability that the HCC Director deems sufficient to allow for a safe and successful return to Reed
- Discussing the application to return with the HCC Director, and presuming the HCC Director agrees that the student is capable of returning to Reed, returning to the dean's office before the deadline a signed copy of the letter of approval to return from leave. This letter will normally include conditions for the return from medical leave, and the failure to meet these conditions may result in a range of consequences, including subsequent periods of separation from the college.

To receive full consideration (for housing, registration, etc.), applications to return from medical leave must be received eight weeks before the first day of classes.

If the student is for any reason unable to complete and file all documents eight weeks before the first day of classes, the application may be delayed, resulting in difficulty registering for classes, obtaining on-campus housing and financial aid. *Applications received any fewer than four weeks before the first day of classes will generally not be considered.*

Please note: *To receive full consideration for Financial Aid, Financial Aid applications must be received by May 1 (before the eight week deadline to apply to return from leave).* Students are encouraged to fill out an application prior to the deadline, so the option is available to them, should they decide to apply to return. See the "Financial" section below for more detail.

How is the process of taking time off different if I'm an incoming student (new first year or transfer student)?

Students who are new to Reed and have not yet registered for classes are eligible to defer. Registration is the determining factor in whether an individual is considered a current student or an incoming student. If the incoming student registers for classes, they will be considered a current student and will not have the option to defer. Generally students who defer may only do so for a full year, not a semester. Please contact the office of Admissions for further information on deferring.

How is the process of taking time off different if I'm a MALS student?

Students in the MALS program should contact the Director of Special Programs directly for more information about taking time off from the MALS program. The information in this booklet may not be applicable to students in the MALS program.

What if I have a Federal Stafford Loan or a Direct Stafford Loan?

You will need to complete an exit interview for your Stafford Loan. The financial aid office will send a Stafford Loan exit packet to the address you list on your medical leave form. The packet will contain information regarding the on-line exit interview process, as well as other information you may need regarding loan repayment. The six-month grace period for your Stafford Loan begins after your last day of attendance at Reed. During this grace period, no interest accrues and no payments are due. Repayment on your Stafford loan begins six months after your last date of attendance. You should note that you are eligible for only one grace period on your Stafford Loan. If you re-enroll at least half-time at a qualified post-secondary institution, your Stafford Loan will be deferred; however, repayment will begin immediately once you are no longer enrolled as a half-time student. Stafford loans borrowed for subsequent periods of enrollment will have a six-month grace period. If you plan to be unavailable during your leave, please be sure to ask financial aid before you leave about when your loan payments will be due and make arrangements in advance for payment.

What if I have a Perkins Loan?

You will need to do an exit interview for your Perkins Loan through the Business Office website at <http://www.reed.edu/business/counseling.html>. The Business Office will notify you of the exit counseling requirement by certified mail. Your initial nine-month grace period on your Perkins Loan will begin after the date of last attendance at the College. During this grace period no interest accrues and no payments are due. Repayment on the loan will begin nine-months after your last date of attendance. Please note that you will not have access to transcripts or to SOLAR until you complete the exit interview. Please also note that the Perkins Loan has different regulations than a Federal Stafford Loan. See above regarding the Stafford Loan regulations.

Will I be able to continue charging purchases at the Bookstore?

No, your Bookstore account will be closed.

RESIDENCE LIFE

When do I have to move out of my room and leave campus?

Students generally have three days to vacate their dorm rooms once their medical leave is in effect. In some cases, students may be able to work with Student Services and Residence Life on this timeline if more time is needed to make travel arrangements. Please note that the refund for room and board is pro-rated and based on the day the student moves out of her/his room and any remaining board points.

Can I store my belongings on campus?

If you are taking a medical leave you are encouraged to take all of your belongings with you or to make off campus arrangements for storage. The office of Residence Life has information on its web site about off-campus storage options at http://web.reed.edu/res_life.

If you plan to return after one semester and plan to live on-campus, you can store up to four boxes in student storage in the dorms. If you do not return within two years, the boxes will be removed from storage. Storage facilities are not open during winter or summer break. Please note that you may give permission to a friend or family member to pick up your boxes for you, if you are unavailable to do so. Please contact Residence Life for details at 503-777-7536.

What happens to payments that I've already paid to the business office for the remainder of the semester/year?

When a student submits their completed medical leave form, a worksheet is prepared by the Business Office to calculate any refund or balance due. Refunds of tuition are based on the number of days completed in the semester. Refunds of room and board are based on the move-out date and any remaining board points. The student body fee and the student health insurance fees are not refunded.

Please inform the Business Office to whom any refund check should be sent. A copy of the worksheet mentioned above will be appended to the check.

How does my medical leave affect my eligibility for subsequent financial aid, and what happens to the financial aid I have received for the semester/year?

A medical leave does not affect your eligibility for financial aid in the future, and the semester(s) you are on leave do not count as a semester(s) of financial aid eligibility used. Lifetime loan aggregate limits, however, still apply and the amounts that you retain for an unfinished semester will still be counted toward this aggregate limit. The Business Office determines how much, if any, of your current financial aid must be repaid to the financial aid programs and how much financial aid you are eligible to retain. Please be certain to discuss with the Financial Aid office and Business office any money you may owe (aid to be repaid) as a result of taking a MLOA. You may or may not owe, depending on your individual situation.

What do I have to do to get financial aid when I return from a medical leave?

To be eligible for full financial aid consideration when you return from medical leave, you must complete all financial aid application requirements by the May 1 deadline. Between May 1 and July 1 the amount of institutional aid offered is reduced. After July 1 students are no longer eligible for institutional aid, but may still apply for Federal Aid.

You will not be offered financial aid until you are approved to return to Reed; however, as long as your financial aid file is complete by the May 1 deadline, you will be considered for financial aid once you are approved to return.

Please note: *There is not a different application deadline for students returning for spring semester. All application deadlines and requirements are posted on the Reed Financial Aid website at http://web.reed.edu/financialaid/applying_for_aid_current.html.*

What do I do if I purchased Dewar Insurance?

There are two DEWAR forms that must be completed. You may obtain these from the Health Center or the Business Office. The student, if legal age, or parent or legal guardian, completes the first section of each form and then sends one form to the Business Office and the other to the attending Physician. When the form is completed, it is sent directly to DEWAR for processing.

If you withdraw because of personal injury or sickness, DEWAR will return 100% of your insured term tuition and fees or 60% of your insured term tuition and fees, if the withdrawal results from a psychological/emotional condition.

If I take an MLOA and plan to be gone for a semester for which I have already registered, will my registration for those classes be canceled?

Yes, your registration for classes will be canceled for semesters during which you plan to be away from the college. Please contact the Registrar's office for more information.

What will be recorded on my transcript for semesters when I'm on medical leave?

If your medical leave begins *before* the withdraw deadline, no record of your attendance will be recorded for that semester. If your medical leave begins *after* the withdraw deadline, "W" for withdrawal will be entered in your transcript for all of your courses for that semester. Any additional semesters on medical leave will not be recorded on your transcript unless you are withdrawing from a year-long course.

Year-long courses will show a "W" for both semesters.

How do I register for classes when I am returning from medical leave?

Once approved by Student Services to return from leave, documentation of the approval is forwarded to the registrar's office. The registrar's office assigns a registration PIN, and contacts the student and the adviser. The student may then confer with the adviser, obtain the PIN and register for classes with the continuing students. The sooner the student applies to return, the sooner the process can begin. The deadline to apply to return is eight weeks before the first day of classes for each semester.

Please note: If your request to return is approved prior to the start of the academic year, the Registrar may direct you to the Business office for account settlement prior to registering for classes. You may not be able to register if your accounts are not in order. Please contact the Registrar's office or the Business office for more information.

Students can access the most up-to-date version of the schedule of classes on-line via the Reed web page. Registration can be transmitted via email if the student cannot use SOLAR. Emailed registrations should be sent to the registrar's office at registrar@reed.edu.

May I take classes at other institutions while on medical leave?

Unless the conditions of the return from medical leave prevent students from attending another school, students may take classes elsewhere while on leave. *Note: Should you have financial aid at Reed, please check to determine whether there are any financial aid implications for doing so.* In some cases, the conditions of a medical leave will stipulate that the student does take classes at another institution.

Students should submit a completed transfer of credit form, available from the registrar's office, prior to enrolling at another institution. The completion of this process may enable the student to know whether and how the course or courses will apply to the Reed degree. Students must request that an official transcript be sent to Reed from all institutions attended during their time away, even if credit is not requested. If a transfer credit form is not submitted in advance of taking the course, students must submit a completed transfer credit form to the registrar's office before the work can be evaluated for transfer credit.

If I'm an international student, what do I need to know about visas, immigration documents, or other matters?

International students need to speak with the assistant dean of international students to discuss their visa program status, departure to (and return from) their home country, and other considerations.

Will taking an MLOA affect the scheduling of my junior qualifying exam?

The Junior Qualifying Exam is held in the year preceding the student's thesis year. Students who are on a MLOA or LOA or planning to apply for readmission must make arrangements with the department or division to take this examination before registering for the fall (or first) semester of the thesis year. A student may not register for thesis until he or she has passed the junior qualifying exam.

May I attend Renn Fayre while I'm on medical leave?

Students on medical leave are NOT permitted to attend Renn Fayre (even as a guest of an enrolled student) while their medical leave is in effect. Petitions for exceptions to this may be submitted to the Dean of Students and will be reviewed on a case-by-case basis. The deadline for submitting a petition is a week before the Monday prior to Renn Fayre.

CAMPUS COMMUNICATIONS

Will I keep my on-campus mailbox?

No. Students who are on medical leave are not enrolled and do not retain their campus mailbox. There are not enough campus mailboxes available to accommodate enrolled, on-leave or study abroad students. When students return from their time away, a new mailbox will be assigned to them by the registrar's office. Mail will be sent to the forwarding address provided by the student on their leave request form. To set your forwarding address, go to the mail forwarding site on IRIS and enter a forwarding address. It is possible to forward overseas, however, the effectiveness of this option varies between countries.

Will I continue to have access to my Reed email account?

No. Messages sent to the Reed email account of students on leave will be forwarded to the forwarding address provided by the student on their medical leave request form.

CAMPUS RESOURCES

May I use the library?

Students on medical leave are welcome as visitors in the library but do not automatically have library privileges during their leave. Requests for borrowing privileges may be made to the Access Services Librarian, and may be granted in extenuating circumstances, on a case-by-case basis. Students must be in good standing with the college and be cleared through the business office to request such consideration.

Am I permitted to work on campus?

Students who are on medical leave are not eligible for student employment. If you are working on campus or through an off-campus SEEDS program, you must stop working on or before the effective date of your medical leave and notify your supervisor that you will not be able to continue working. Please be certain to turn in your final timesheet to the Business Office. You may not be paid for any work done after the effective date of your leave. Students who already have official approval for their return from a medical leave in the fall are eligible to begin work after July 1. If you need a work reference or employment history verified, please contact the Student Payroll Specialist in the Business Office. If you are in doubt as to your employment status, please contact the Business Office.

May I continue to use the services of Health & Counseling?

Students on medical leave do not have access to the on-campus health and counseling center staff or services. However, the student's health insurance may cover services in the Portland area. For more information, contact the health insurance provider directly.

Do I lose my Reed health insurance?

Your coverage is automatically extended under the same payment plan you were using as a student, regardless of how far into the semester you attended. If you do not return from an MLOA within the policy year (academic year), you have the option to purchase coverage for that semester directly from the provider.

May I access Career Services resources?

A student on medical leave can come into the center for career counseling, resume and/or job search help. In addition, many valuable resources may be found on the career services web site: <http://web.reed.edu/career/index.html>, including job and internship postings and contact information for our alumni volunteers.

May I use the services of Academic Support?

Since students on medical leave are not enrolled in classes, they are not eligible for the services offered by Academic Support, including tutoring, coaching, attending workshops, or use of the Dorothy Johansen House. Exceptions to this policy may apply to students who have already been approved to return to Reed and would like to meet with Academic Support staff to discuss strategies for success before returning to class. Please contact the Academic Support Coordinator if you are returning from leave and would like us to consider your eligibility for individual coaching prior to the start of classes.

May I use the Sports Center?

Since it has been determined that the student will be taking a break from the college for significant health reasons, students on medical leave are not eligible to use the sports center, take classes, compete on teams or participate in Reed Outing Club events. The Health and Counseling center can request exceptions to this policy on a case-by-case basis.

May I participate in Gray Fund activities?

Students on medical leave are **not** eligible to take part in off-campus Gray Fund trips. They may attend campus-wide Gray Fund events as the guest of a current Reed student.

May I be in student organization spaces, register events or signate?

Students on medical leave are welcome to be a guest of a current student but may **not** access or use student organization spaces by themselves. Only current Reed students are able to receive senate and other funds, reserve space, signate, or sign contracts on behalf of a student event.

Will I have access to computer facilities?

Students on medical leave will not have access to the IRCs and associated computer resources.