Medical Leave of Absence (MLOA) Checklist

During your time at Vanderbilt University, you may experience life situations, or medical and/or psychological conditions that significantly interfere with your academic and personal success. In these instances, it may be necessary to take time away from Vanderbilt to focus on your health. A medical leave of absence is intended to provide you with the opportunity to fully attend to your health and wellbeing, away from the stress associated with campus and academic life.

The following guidelines are in place to help undergraduate students, graduate students in the Graduate School, and professional students in the Owen Graduate School of Management, Law School, Peabody College, School of Nursing, School of Engineering, and Divinity School navigate the process of taking a medical leave of absence (Students in the School of Medicine should contact your Dean’s Office).

Initiating an MLOA:

- Schedule an appointment with your Academic Dean's office and/or submit initial request for MLOA to Academic Dean. Your Dean will work with you to outline expectations for your time away and what is required for your return. You should have a full understanding of these expectations prior to taking leave.
  *Your school may have additional steps or paperwork to complete.

- Your Academic Dean’s office will submit a request for withdrawal with the University Registrar Office.

- International Students should be in touch with International Students and Scholar Services (ISSS) regarding additional documentation required and/or different deadlines.

- Financial Aid:
  - If you receive financial aid, you must meet Satisfactory Academic Progress standards (SAP) to maintain eligibility and withdrawing from a term may affect your maximum timeframe for federal and institutional assistance.
  - If you are taking an MLOA in the fall, with plans to return from MLOA in the spring, contact the Office of Student Financial Aid and Scholarships to ensure your aid is not canceled for your spring semester.
  - If you do not plan to return from MLOA until the following academic year, you must complete all financial aid applications for that year.

- If you are on the Student Health Insurance Plan (SHIP), have been enrolled in SHIP for at least one year, AND you are taking a leave after being enrolled in classes for 31 days, you will remain enrolled in the SHIP plan until the end of the plan year (August 11). You may be able to extend your enrollment under SHIP while on an MLOA for a maximum of one year. Complete and submit the Leave of Absence SHIP Enrollment application with a copy of your MLOA letter from your Dean to Gallagher Student Health & Special Risk no later than August 1 to ensure timely enrollment. If you have questions, please reach out to the Office of Student Care Coordination.
Undergraduate Students: Visit the Office of Housing and Residential Experience in Branscomb Quad to discuss your move-out plan and obtain sign-off. Students taking an MLOA must check out of housing within 48 hours.

Returning from an MLOA:

- Student must submit the following required MLOA documentation to the Office of Student Care Coordination (OSCC) by the relevant deadline below:
  1. MLOA Treatment Provider Report(s) completed by any and all providers who provided treatment during your MLOA;
  2. Completed Release(s) of Information for all Treatment Providers;
  3. A narrative describing your activities while on leave of absence;
  4. A Student Success Plan that outlines your goals to make your subsequent enrollment successful, strategies for achieving those goals, and the support services you intend to utilize upon your return to campus; and
  5. Additional documents, as required by your academic program

- Deadlines:

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<tr>
<th>Return Term</th>
<th>Must submit documentation by:</th>
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<tbody>
<tr>
<td>Fall</td>
<td>AUG 1</td>
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<tr>
<td>Spring</td>
<td>DEC 1</td>
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<tr>
<td>Summer</td>
<td>APRIL 1</td>
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- The Office of Student Care Coordination, in consultation with the Dean’s Office, will review the paperwork and determine whether the condition requiring the medical withdrawal has been corrected sufficiently to allow you to resume your academic career at Vanderbilt successfully. If cleared, the Office of Student Care Coordination will notify the Dean’s Office, and the Dean’s Office will give final approval for class registration

- Undergraduate Students: Once you are cleared to return, reach out to Housing Assignments by sending an email to ohare@vanderbilt.edu.

- Before you return to campus, a Student Care Coordinator will be in contact with you to complete a re-entry meeting to discuss implementation of your Student Success Plan and follow-up needs.

- Once you return to campus, you will meet with the Student Care Coordinator, as needed, to continue coordination of follow-up within the Student Care Network and provide support to ensure your return to campus and academic life is successful.

If you have questions, please reach out to the Office of Student Care Coordination at 615-343-WELL or studentcare@vanderbilt.edu