

FAQs: Emergency 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 complete 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 based 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.

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Please see the Student Services website for the most updated information:
www.reed.edu/student_services

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

David Rivera, assistant dean of students for residence life, 503/517-7429.

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

iss@reed.edu

Dana Bays, assistant dean of international students, 503/517-5538.

Am I permitted to be in student organization spaces, register an event, or signate?

Students on emergency absence are welcome to access or use student organization spaces as long as they are still currently enrolled students. 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 emergency absence have access to the IRCs and associated computer resources.

FINANCIAL

Will I be reimbursed for tuition, room and board, or other costs for the time I spend on emergency absence?

Students will not be reimbursed for time away from the college during the short duration of their emergency absence. Should a student need more time away and choose to change their absence status to a leave of absence or a medical leave of absence (*one semester or more away from the college*), reimbursement for the remainder of the semester will be determined according to leave of absence or medical leave of absence policies. Please see the FAQs for leave of absence or medical leave of absence for more information.

Will my emergency absence affect my financial aid?

An emergency absence will not affect your financial aid. However, should you need more time away from the college, taking a leave or medical leave may have some implications for your financial aid. Please see the FAQs for leave of absence or medical leave of absence for more information.

RESIDENCE LIFE

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

Students on emergency absence have the option of staying in their room on campus while the dorms are open.

What happens to my present room contract?

Your present housing contract remains unchanged while you are on emergency absence.

What if I need different accommodations on campus?

Students who need different housing accommodations for a temporary period of time on campus may request use of an “emergency room”. Examples of appropriate uses of the “emergency room” include: Students who have been injured and are now using crutches or a wheelchair, and are therefore having difficulties accessing their official dorm room, or students who feel extremely uncomfortable in their current housing situation and need a temporary place to reside while the current issues are resolved. Should a student need a more permanent change of residence due to a change of circumstance, requests may be placed with the Office of Residence Life and will be reviewed on a case-by-case basis.

ADMINISTRATIVE

When is an emergency absence appropriate?

An emergency absence is appropriate for students who have had unexpected circumstances arise that necessitate a brief (*three weeks or less*) absence from the college. Examples of circumstances that may require such an absence would include: attending the funeral of a close family member or friend, or recovery from an accident, illness, or surgery. Please note that students are restricted from attending all classes while on emergency absence.

Can I extend my emergency absence status if I want to?

An emergency absence is appropriate for a brief absence from the college (*no longer than three weeks*). Should a student need more time away from the college, they may apply for a leave of absence, or a medical leave of absence, whichever is more appropriate for their situation. Please note that if an EA is taken over Fall or Spring break, that week counts towards the three week total.

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

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

Are my professors notified that I am on emergency absence?

Yes, the Office of the Dean of Students sends an email to each professor listed on the student’s current schedule as well as Financial Aid, the Registrar, the Sports Center, and (*if the student lives on campus*), the Office of Residence Life. This email notifies the professors and staff that the student is currently taking an emergency absence, and when the student anticipates returning. If there is not yet an anticipated date of return, the Dean’s office will inform faculty of the return date as soon as it is known.

Students should be aware that the role of the Dean’s Office in connecting with faculty is informational only. Faculty may determine how, if at all, this information will influence academic expectations for the student. It is the responsibility of the student to be in touch with faculty (*as they are able*) and to discuss and agree upon a reasonable plan to address any academic issues that may arise from the student’s absence.

What are my responsibilities regarding my classes?

Students should consult with each of their professors and their advisor for more information regarding what is required upon returning from an absence, and what the implications of such an absence are with regard to their courses. The instructor of each course will determine whether it is possible for the student to complete the course after returning to Reed. If a student knows they will be leaving the college for a brief period of time, but intend to return and complete the semester’s work, communicating with professors as much as possible is essential for creating realistic expectations regarding the student’s course work.

What if I am a second semester senior?

For a senior who takes a leave in the spring, and is in the second semester of a two-semester thesis, that student will receive a “W” grade for two units of thesis (fall and spring). When such a student returns, there are three options:

1. To pick up where s/he left off (with thesis adviser approval) and essentially redo the spring semester and complete the original thesis. Once the project is completed, the “W” for last fall will be replaced by the thesis grade recorded at the end of the semester of return.
2. To start a new two-semester thesis, lengthening the degree program by one semester. The two units of W for

this year remain on the transcript.

3. To start a new one-semester thesis (with department and division approval for the one-unit thesis and administration committee approval for an unusual senior year). The two units of “W” for this year remain on the transcript.

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

As noted above, an emergency absence is appropriate for a brief absence from the college (*no longer than three weeks*). Should a student need more time away from the college, they may apply for a leave of absence, or a medical leave of absence, whichever is more appropriate for their situation.

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

In addition to the application, students must submit a personal statement and official transcripts from each institution the student has attended (*if any*) since leaving Reed. Letters of recommendation from faculty, employers, and/or a physician or therapist may be submitted as well. The readmission deadline for fall semester is July 1, for spring semester, January 2. All readmission materials should be sent to the registrar's office.

In certain cases (*when the school has asked the student to take some time away*), students must fulfill the conditions or sanctions set forth by the college in addition to being approved for readmission. Students should be ready to document that they have met those conditions.

Students applying for financial aid should complete all the necessary paperwork and adhere to applicable deadlines, which are often earlier than the deadlines for registering or requesting a 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 registrar's 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.

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 student services to discuss their visa program status, departure to (*and return from*) their home country, and other considerations.

What happens if I take an emergency absence during Fall or Spring break?

If the time you are away for an EA takes place during Fall or Spring break, please be aware that the break week counts towards the maximum three weeks you may take for an emergency absence.

May I attend Renn Fayre while I'm on emergency absence?

Students on emergency absence are NOT permitted to attend Renn Fayre (*even as a guest of an enrolled student*) while their emergency absence 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?

Yes, your mailbox will remain open.

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

Yes, your email account will continue to be active while you are taking an emergency absence.

CAMPUS RESOURCES

May I use the library?

Yes, students on emergency absence may use the library

Am I permitted to work on campus?

Students who are on emergency absence are eligible for student employment as long as they are currently enrolled. If you are in doubt as to your employment status, please contact the business office.

Can I continue to use the services of health & counseling?

Students on emergency absence do have access to the on-campus health and counseling center staff and services. In addition, the student's health insurance may also cover services in the Portland area. For more information, contact the health insurance provider directly.

Do I lose my Reed health insurance?

No, you will continue to be covered by your Reed health insurance while taking an emergency absence. However, if you choose to extend your emergency absence into a leave or medical leave, if you attended at least 30 days of a semester, and did not waive the health insurance, you will continue to be covered by the student health insurance for that term. If you were covered in the fall and do not return from your LOA or MLOA the following spring semester (same academic year), you have the option to purchase coverage for spring semester directly from the provider. There is no option to purchase coverage for fall unless you are enrolled that term. Please contact the Business Office directly to find out more.

May I have access to career services resources?

A student on emergency absence may come into the center for career counseling, résumé and/or job search help. In addition, many valuable resources are available 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?

Yes, students are eligible for and encouraged to use the services offered by Academic Support, including tutoring, coaching, attending workshops, or use of the Dorothy Johansen House. Exceptions to this policy may be made on a case-by-case basis.

May I use the Sports Center?

Yes, students taking an emergency absence are eligible to use the sports center, compete on teams or participate in Reed Outing Club events. Exceptions to this policy may be made and will be reviewed on a case-by-case basis. However, please note that students are restricted from attending classes while on EA.

May I participate in Gray Fund activities?

Students on emergency absence are eligible to take part in Gray Fund trips as long as they are still currently enrolled students.

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