

Oberlin College & Conservatory

Involuntary Leave Policy

Revision Date: 8/16/2024

Office Responsible for Policy: Office of the Dean of Students

**1. Introduction**

Oberlin College & Conservatory (Oberlin/the College) strives to be an inclusive and safe environment for all our community members. During their studies at Oberlin, a student may experience difficult circumstances that may limit their ability to be successful at the college. In these moments, Oberlin offers several different options for students to take a [temporary leave](#) from their studies to tend to those difficult circumstances (medical leaves and personal leaves).

If a student's behavior poses a significant health risk to themselves or the community, the College may require the student to take a leave of absence. This is also known as involuntary leave. Students who are subject to involuntary leave will always be given the option and urged to take a voluntary leave instead.

The involuntary leave process does not represent a disciplinary process. If a student's behavior violates Oberlin College's student conduct policies and regulations, an interim suspension will be used and the procedures concurrent with those policies will govern the subsequent process.

**2. Policy and Procedure for an Involuntary Leave**

- a. Dean of Students and Vice President for Student Affairs (or designee) is the professional responsible for assessing the need of an involuntary leave. The assessment weighs heavily the risk of harm to others and self.
- b. The Dean of Students and Vice President for Student Affairs (or designee) will issue a written notice to a student that they are being considered for an involuntary leave. The written notice will summarize the concern and provide a timeline by when the student is able to provide a written response.
  - i. The student should submit their written response to the Dean of Students and Vice President for Student Affairs (or designee) that provides them notice of the consideration of involuntary leave. Information that will be taken into consideration include:
    1. A plan to address their behaviors and limit the impact on the community
    2. A list of resources planned to be utilized in order to promote self-care and limit risky and/or behaviors
    3. Documentation from support resources you are currently working with. Letters of support should be submitted directly to the Dean of

Students and Vice President for Student Affairs (or designee), and not through the student. Resources include, but not limited to:

- a. Office of Disability & Access (ODA)
  - b. Oberlin College Counseling & Psychological Services (CAPS)
  - c. Student Health Services
  - d. Student Support & Outreach (SSO)
  - e. Office of Equity, Diversity, and Inclusion (EDI)
  - f. External licensed professionals
- c. The Dean of Students and Vice President for Student Affairs will make their determination of whether or not to invoke an involuntary leave utilizing the [NaBITA Risk Rubric](#), in conjunction with the following considerations:
- i. The impact of a student’s behavior and the possibility of campus disruption based on a student continuing their immediate studies at the institution.
  - ii. The student’s ability to follow-through on obligations for improvement that are concurrent to the behaviors provoking the application of involuntary leave policy.
- d. Once a determination is made, the student will be asked to meet in person to discuss the finding.
- i. If an involuntary leave is invoked, the student will once again be offered to take a voluntary leave in place of the involuntary leave. In addition, there will be a list of supportive requirements that must be completed prior to the student returning from leave. The list of supportive requirements, details on completion, and deadlines will be communicated in a written notice provided during the meeting.
  - ii. If it is determined that an involuntary leave is not necessary, the Vice President and Dean of Student Affairs will still meet with the student and may decide that certain support steps are required for the student to stay enrolled on-campus. A list of required supportive requirements, details on completion, and deadlines will be communicated in a written notice provided during the meeting.
- e. The determination of the Vice President for Student Affairs and Dean of Students is final.

### **3. Implications for Students on an Involuntary Leave**

- a. Student Status: A student on an involuntary leave is considered to still be a student at Oberlin College & Conservatory during the duration of their leave. Students who go on an involuntary leave may be eligible for a pro-rated refund, as documented on this [site](#).<sup>1</sup>
- b. Housing and Dining: A student on an involuntary leave will not be permitted to stay in their housing located on the College’s campus. In addition, their dining plan will be discontinued. If applicable, refunds will be provided on a prorated scale, as documented in their housing and dining agreement.

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<sup>1</sup> Students on an involuntary leave from Oberlin will be reported externally to the National Student Clearinghouse as “withdrawn” during their period of non-enrollment. For additional information on how this might impact you, please review information on [enrollment policies](#) provided by the Office of Financial Aid.

- c. **Effective Dates of Leave:** Lengths of involuntary leaves may vary and will be established in a student's initial determination letter. Students coming back from leave after the time in the determination letter has elapsed may do so only after demonstrating completion of any required supportive requirements.
- d. **Campus and College-Sponsored Events:** Students who are on involuntary leave may not access campus or attend college-sponsored events until their leave is complete.
- e. **Transcripts:** Involuntary leaves will not be marked on a student's transcript. A student may request a leave be notated on their transcript in writing to the Office of the Registrar. Registered classes would be marked as W's if the Add/Drop deadline has passed.
- f. **Visa Status:** International Students who are subject to an involuntary leave should consult with [International Student and Scholar Services](#) regarding implications to their visa status.
- g. **Transfer of Credits:** Generally, students are not permitted to transfer in credits earned while they are on involuntary leave. Exceptions, on a limited basis, may be made in consultation with the AARC.
- h. **Access to Technology:** Students will still maintain access to their Oberlin College email address and google suite during their leave.

#### **4. Campus Resources**

Students are encouraged to utilize campus resources during the involuntary leave process. Resources include, but are not limited to:

- [Counseling & Psychological Services \(CAPS\)](#)
- [Student Support and Outreach](#)
- [Academic Advising Resource Center \(AARC\)](#)

The General Faculty Council adopted the following policy on 8/21/2024. The final version was adopted by the General Faculty on 9/18/2024.