

When a student is interested in returning to Oxford from a Voluntary Medical Withdrawal & Leave of Absence, the student should take the following steps in order to initiate the reenrollment process:

1. Contact the Advising Support Center (ASC) to advise of the student's interest in re-enrolling well in advance of the intended return date. Students should submit all materials by October 15 for consideration for the spring semester and June 15 for the fall semester. This ensures that the appropriate Health Service and the ASC have sufficient time to review the student's request and re-enroll the student. If materials are received shortly after the relevant deadline, Oxford College will attempt to be flexible and review the student's request to return for the desired semester. However, if there is missing information and/or Oxford needs additional time to contact the student's treatment provider, as discussed below, consideration for a return may be made for the following regular semester rather than the semester for which they were initially seeking to return.
2. Speak with the ASC to determine whether any unfinished course work should be completed prior to returning from the leave of absence.
3. Have all treatment providers send a report documenting their work with the student, the student's clinical status, and an opinion as to the student's readiness to successfully resume academics and university life. The Readmission & Relief Committee relies heavily on information received from the student's treatment provider. Students will be asked to provide Release of Information Forms to the appropriate Health Service so that its representative may communicate with treatment providers, deans, and the Advising Support Center regarding their return.
4. Depending upon the nature and individual circumstances of the VMW&LOA, provide information to the appropriate Health Service showing that the student has reasonable capability of day-to-day functioning, with or without accommodations. The decision to require a student to provide this information is made on an individualized basis, and the decision and an explanation for this decision is conveyed to the student, in writing, during the exit process. The Readmission & Relief Committee may also require this information be submitted at a later time if it determines that the information provided by the student's treatment provider is not sufficient to make a recommendation about return. In those cases, the readmission will provide the student with a written explanation for this determination.

There are many ways in which a student might be able to demonstrate their day-to-day functioning. Students may choose to provide documentation from a reliable adult community observer who can comment on a student's activities and readiness to resume university life. A reliable adult community observer could be a mentor, a member of the clergy, a work or community service supervisor, co-worker, personal trainer, athletic coach, or some other individual in a position to have observed the student during the course of the leave of absence (not a family member). Where possible, the letter should be submitted on letterhead stationery, signed, dated, and describe the student's daily activities and the extent to which the writer feels the student is ready to resume studies at Oxford College and participate productively in college

life. The student should have the letter sent to the ASC. Alternatively, a student may provide the name and contact information of a reference who will be able to provide information concerning the student's daily activity and readiness to resume studies. The student will not have to disclose the reason for the leave of absence to the letter writer or reference.

5. Depending upon the nature and individual circumstances of the VMW&LOA, provide a brief statement (no more than two pages) describing (1) the student's experience away from Oxford including the activities undertaken while away, (2) the student's current understanding of the factors that led to the need for the leave of absence, and the insights the student has gained from treatment and time away, and (3) how the student plans to ensure a successful return to Oxford College. The decision to require a student to provide this information is made on an individualized basis, and the decision and an explanation for this decision is conveyed to the student, in writing, during the exit process. The appropriate Health Service may also require this information be submitted at a later time if Oxford determines that the other information submitted is not sufficient to make a recommendation about return. In those cases, the Readmission & Relief Committee will provide the student with a written explanation for this determination. Any requests for additional information may extend Oxford's timeframe for reviewing requests to return. Oxford will notify the student of any situations where its review is delayed and the cause for the delay.

Processing a Student's Request to Return from a VMW&LOA

Once a student has sent in the materials, he or she should double check that ASC has received these materials. Following a review of these materials, the Readmission & Relief Committee will determine if the student appears ready to resume academics and university life. The Readmission & Relief Committee will recommend a student for a return where the documentation demonstrates that he or she is ready to resume studies and be a successful member of the campus community. Every effort will be made to respond to the student's request for return within 14 calendar days of submission of all the required materials. A longer response time may be caused by the inability to reach a student's treatment provider, high volume in the ASC, or other extenuating circumstances.

As described above, the ASC gives significant weight to the documentation of the opinion of student's treatment providers regarding the student's ability to function academically and safely at Oxford College with or without accommodations. During the process of reviewing an application, if the Readmission & Relief Committee determines that information provided by the treatment provider is incomplete, requires further explanation or clarification, or when there is a disconnect between the medical information provided by the treatment provider and other information in the student's files, the Readmission & Relief Committee will contact the treatment provider to obtain additional information.

In extraordinary circumstances (e.g., the college is concerned about the medical provider's credentials), the Readmission & Relief Committee may request that the student undergo an additional assessment to allow the University to make a determination about the student's

readiness for return. In those rare instances, the Readmission & Relief Committee will notify the student of its rationale for making this request.

Once a student receives a satisfactory review, the Readmission & Relief Committee will contact the student to request a check-in visit to review the students' safety and review their plan for sustained health, including recommendations for ongoing treatment, on or off campus.

Students with disabilities may be eligible for reasonable accommodations and/or special services in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Amendments Act (ADAA) of 2008. Students are responsible for communicating their requests for academic accommodations to the Oxford College Office of Accessibility Services (OAS). Detailed information on the process for requesting accommodations may be found on the OAS website.

The Readmission & Relief Committee will then will make the final determination of whether a student is able to return. The ASC will be in touch with students regarding any applicable academic requirements upon returning to the University.

If upon review, the Readmission & Relief Committee decides that a student is not ready for return, the student will be advised of the Readmission & Relief Committee's recommendation in writing along with recommendations that will enhance the student's chance of a positive recommendation the next time the student's request is considered. A student may appeal the Readmission & Relief Committee's recommendation that he or she is not ready to return to Oxford by submitting an appeal letter in writing to the Dean of Academic Affairs within 10 calendar days of receiving notice of the negative recommendation. The student may also submit any information he or she believes to be relevant to the appeal. The Dean of Academic Affairs will review the student's submission and make a final determination as to recommendation for return.

Student responsibilities: seek healthcare. Coordinate with Oxford College to secure VMW&LOA, while on leave of absence, and to return from VMW&LOA. Ensure submission of required documents according to procedures and deadlines.