**Leave of Absence Information Checklist**

Please review the following information before you take a leave of absence. This checklist was designed to help students understand the leave process and which offices to connect with as part of your decision-making process.

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| **Checklist** | **Office** | **Contact Information** |
|  | Schedule a meeting with your **advising dean** to discuss your decision to take a leave of absence and to determine what type of leave is right for you. The Undergraduate Dean’s Office is the first point of contact to begin the leave of absence process. | Email your individual dean or contact the Dean’s Office  610-526-5375  [deansoffice@brynmawr.edu](mailto:deansoffice@brynmawr.edu) |
|  | All international students on F-1 or J-1 visas should schedule a meeting with the **Assistant Dean of International Student and Scholar Advising** to discuss the immigration impact of taking a leave. | [plausch@brynmawr.edu](mailto:plausch@brynmawr.edu)  610-526-7390 |
|  | Students who have declared a major should consult with your **major advisor** to discuss how the leave of absence may impact your major progress toward completing your major. | See the major advisor list for the current academic year [here](https://www.brynmawr.edu/inside/academic-information/provost/about-our-faculty/major-advisors). |
|  | For medical and psychological leaves of absence, we encourage students to meet with a **staff member in the Health and Wellness Center** to consult about creating a treatment plan for when you’re on a leave. | 610-526-7360  Please see the [Health and Wellness Center website](https://www.brynmawr.edu/inside/offices-services/health-wellness-center) for more information. |
|  | Depending on when the student takes a leave of absence, you may be eligible for a tuition and fee refund. Contact **Student Accounts** with any questions and review the refund schedule [here](https://www.brynmawr.edu/inside/offices-services/student-accounts/withdrawal-policies). | [studentaccounts@brynmawr.edu](mailto:studentaccounts@brynmawr.edu)  610-526-5500 |
|  | All students living on campus need to contact **Residential Life** to discuss your plans for vacating your dorm room. Students are not allowed to live on campus while on leaves of absence. | 610-526-7331  [reslife@brynmawr.edu](mailto:reslife@brynmawr.edu) |
|  | Work with your dean to create a plan to **notify your instructors** for any courses you’re enrolled in prior to taking your leave. |  |
|  | If you are employed at the College, you must stop work on the date you confirm your leave of absence. You should contact your **supervisor** to let them know about your leave. |  |
|  | If you have **applied to and been accepted to a program or internship** in the current semester or in the upcoming semester (e.g.: study abroad program, 360 program), you will **not** be eligible to participate in these programs while on your leave. Work with your dean to create a plan to notify these programs prior to taking your leave. |  |
|  | Student athletes should work with your dean to create a plan to notify your **coaches** that you are going on a leave. |  |

**This is not an exhaustive list.** Your dean may recommend that you connect with other offices prior to or shortly after taking your leave of absence.