

## Medical Leave of Absence (MLOA) Checklists

### Petition for Medical Leave of Absence

✓ Meeting/Task	Contact
<input type="checkbox"/> Meet with your Associate Dean	College of Arts & Sciences - Dr. Hannah Highlander <a href="mailto:highland@up.edu">highland@up.edu</a> , 503.943.7162 School of Business - Dr. Lisa Reed <a href="mailto:reedl@up.edu">reedl@up.edu</a> , 503.943.7224 School of Education - Dr. Hillary Merk <a href="mailto:merk@up.edu">merk@up.edu</a> , 503.943.7135 School of Engineering – Dr. Tammy VanDeGrift <a href="mailto:vandegri@up.edu">vandegri@up.edu</a> , 503.943.7799 School of Nursing - Dr. September Nelson <a href="mailto:nelson@up.edu">nelson@up.edu</a> , 503.943.7982
<input type="checkbox"/> Contact Financial Aid	<a href="mailto:finaid@up.edu">finaid@up.edu</a> , 503.943.7311
<input type="checkbox"/> (If Applicable) Alert Residence Life and move out of on-campus housing	<a href="mailto:reslife@up.edu">reslife@up.edu</a> , 503.943.7205
<input type="checkbox"/> (If Applicable) Meet with International Student Services	<a href="mailto:iss@up.edu">iss@up.edu</a> , 503.943.7367
<input type="checkbox"/> Submit Medical Leave Form	<a href="mailto:associateprovost@up.edu">associateprovost@up.edu</a> , 503.943.7848
<input type="checkbox"/> Receive Approval Letter	<a href="mailto:associateprovost@up.edu">associateprovost@up.edu</a> , 503.943.7848

### Petition to Return from Medical Leave of Absence

✓ Meeting/Task	Contact
<input type="checkbox"/> Contact the Associate Provost's Office	<a href="mailto:associateprovost@up.edu">associateprovost@up.edu</a> , 503.943.7848
<input type="checkbox"/> Submit Return from Medical Leave Form	<a href="mailto:careteam@up.edu">careteam@up.edu</a> , 503.943.7134
<input type="checkbox"/> Contact your Program Counselor or Associate Dean	
<input type="checkbox"/> Receive Approval Letter	<a href="mailto:associateprovost@up.edu">associateprovost@up.edu</a> , 503.943.7848
<input type="checkbox"/> (If Applicable) Meet with International Student Services	<a href="mailto:iss@up.edu">iss@up.edu</a> , 503.943.7367
<input type="checkbox"/> Register for classes	Self Serve Banner on <a href="http://pilots.up.edu">pilots.up.edu</a>
<input type="checkbox"/> Contact Financial Aid	<a href="mailto:finaid@up.edu">finaid@up.edu</a> , 503.943.7311
<input type="checkbox"/> (If Applicable) Make a disability-related accommodation request with Accessible Education Services	<a href="mailto:aes@up.edu">aes@up.edu</a> , 503.943.8985
<input type="checkbox"/> (If Applicable) Alert Residence Life and move into on-campus housing	<a href="mailto:reslife@up.edu">reslife@up.edu</a> , 503.943.7205