

Medical Leave of Absence (MLOA) Checklists, 2026-27

Petition for Medical Leave of Absence

✓	Meeting/Task	Contact
☐	Meet with your Assistant Dean for Students Or Program Director	College of Arts & Sciences – Aimee Davidse davidse@up.edu , 503.943.7221 School of Business – Montana Hisel-Cochran hiselcoc@up.edu , 503.943.7224 School of Education - Dr. Hillary Merk merk@up.edu , 503.943.7135 Shiley School of Engineering – Rebecca Neal neal@up.edu , 503.943.7612 School of Nursing & HI – Elisa Majors majorse@up.edu , 503.943.7187
☐	Contact Financial Aid	finaid@up.edu , 503.943.7311
☐	(If Applicable) Alert Residence Life and move out of on-campus housing	reslife@up.edu , 503.943.7205
☐	(If Applicable) Meet with International Student Services	iss@up.edu , 503.943.7367
☐	Submit Medical Leave Form	associateprovost@up.edu , 503.943.7848
☐	Receive Approval Letter	associateprovost@up.edu , 503.943.7848

Petition to Return from Medical Leave of Absence

✓	Meeting/Task	Contact
☐	Contact the Associate Provost's Office	associateprovost@up.edu , 503.943.7848
☐	Submit Return from MLOA Forms	hcc@up.edu , 503.943.7134
☐	Receive Approval Letter	associateprovost@up.edu , 503.943.7848
☐	Contact your Academic Advisor or Assistant Dean for Students	
☐	Register for classes	Self Serve Banner on pilots.up.edu
☐	Contact Financial Aid	finaid@up.edu , 503.943.7311
☐	(If Applicable) Meet with International Student Services	iss@up.edu , 503.943.7367
☐	(If Applicable) Make a disability-related accommodation request with Accessible Education Services	aes@up.edu , 503.943.8985
☐	(If Applicable) Apply for Campus Housing	reslife@up.edu , 503.943.7205