



## WHAT TO EXPECT IF YOU TAKE A MLOA

1

Once you submit your request or documentation to the Health Center or Student Counseling Center. Your request will be processed accordingly. You will receive an email with your Approval Notice from Vice President Dr. Inman. The email will outline the documentation required for submission to return from MLOA.

2

Assistant Vice President Dean Whitfield will receive a copy of your approval letter and notify your instructors via email of your approved leave of absence. You will also receive this correspondence.

3

While you are away from Hampton University, you will be contacted by the Wellness Care Coordinator, Ms. Kirk to provide support and be a liaison between HU and you. She will also follow up with you regarding your treatment and care. You are not to be on campus for any reason or event for the duration of your leave. This includes: exams, presentations, etc.

4

Once you have all the required documents outlined in your original approval letter from Vice President Dr. Inman, you should send them to the Wellness Care Coordinator, Ms. Kirk. Your documents will be reviewed by the Directors and a recommendation for approval or denial to return to campus will be submitted to Dr. Inman. You will receive your MLOA letter via email.

5

- You should contact instructors, Office of the Registrar, Office of Financial Aid and your academic advisor to discuss the impact of your MLOA
- This includes letter grades if you go on MLOA at the end of the semester or do not return before the semester ends.
- This also includes questions about your scholarship.
- You will not be able to register for new classes if you are on MLOA.
- Grades are given at the discretion of the faculty in alignment with the University's academic policies.