

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 highland@up.edu , 503.943.7162 School of Business - Dr. Lisa Reed reedl@up.edu , 503.943.7224 School of Education - Dr. Hillary Merk merk@up.edu , 503.943.7135 School of Engineering - Dr. Stephanie Salomone salomone@up.edu , 503.943.7799 School of Nursing - Dr. David Fuentes fuentes@up.edu , 503.943.7845
<input type="checkbox"/> Contact Financial Aid	finaid@up.edu , 503.943.7311
<input type="checkbox"/> (If Applicable) Alert Residence Life and move out of on-campus housing	reslife@up.edu , 503.943.7205
<input type="checkbox"/> (If Applicable) Meet with International Student Services	iss@up.edu , 503.943.7367
<input type="checkbox"/> Submit Medical Leave Form	associateprovost@up.edu , 503.943.7848
<input type="checkbox"/> Receive Approval Letter	associateprovost@up.edu , 503.943.7848

Petition to Return from Medical Leave of Absence

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