

# Stanford | Dean of Students Office

## Involuntary Leave of Absence Process Flow Chart\*

*Student Situation Identified – RD, GLO Dean, Academic Advisor, Threat Team, Academic Department, or other source notifies Dean of Students or designee of concern.*

Dean receives request for ILOA review. Dean gathers additional information from requesting individual and others as needed. Dean determines whether review under ILOA policy will be initiated, whether student must remain away from campus or their residence during the review, and whether student emergency contact should be notified.



If ILOA review deemed appropriate, Dean notifies VPSA, OAE, and Process Resource. Dean issues written notice to student that an ILOA is under consideration, explaining reason(s) for the review, providing the ILOA policy and contact information for OAE and the Process Resource, and encouraging student to respond within a specified time period.



Dean requests to meet with student to review the written notice and the process in more detail and to answer student questions. Dean may ask student to complete an Exchange of Confidential Information Consent Form so Dean can speak with student's treatment providers.

Dean conducts individualized assessment including conferring, as feasible and as appropriate, with individuals knowledgeable about student's circumstances and/or who can add expertise to aid in decision-making. Dean may request to talk with student's treatment providers.

Dean consults with OAE staff member with expertise in mental health disabilities during this process, regarding option of reasonable accommodation or modifications in lieu of an involuntary leave.

Dean reviews all documentation and information from student and others consulted.



Dean makes decision and requests to meet with student in person, if possible, to share written notice of decision.

ILOA Not Imposed. Conditions may be set to remain enrolled. Reasonable accommodations offered, as appropriate.

**END**

Student decides to take voluntary LOA. Conditions may be set for return.

**END**

ILOA Imposed. Conditions may be set for return. Student does not appeal.

**END**

ILOA Imposed. Student appeals.

Appeal Granted. Student remains enrolled with reasonable accommodations, as appropriate, and any conditions set by VPSA.

**END**

Appeal Denied, with or without modifications to terms of leave by VPSA.

**END**

\*This Flow Chart is intended to provide a high-level overview of the ILOA process. For complete details about the process, please see the full text of the [Involuntary Leave of Absence and Return Policy](#) which is housed on the Dean of Students website.