

# MLOA PROCESS

## EXIT & RETURN

### Information for Students

#### STEP

#### 01

#### STUDENT IN DISTRESS

When a student is experiencing mental health concerns and may benefit from a MLOA, he/she should talk with their academic dean and contact CAPS if they have not already done so. They will be scheduled at CAPS for an Initial Evaluation (or be seen urgently if that is deemed necessary).

#### STEP

#### 03

#### PAPERWORK

The CAPS clinician will have student complete a form requesting MLOA and sign off on the letter outlining treatment recommendations and requirements for MLOA return. An electronic copy of this letter is sent to the student via Box. A summary letter is then sent to the Dean.

#### STEP

#### 05

#### STUDENT SUBMITS RETURN MATERIALS

Student submits all materials for MLOA return by deadline. He/she contacts Dean and other campus partners to facilitate course registration and housing. CAPS clinicians review paperwork, then contacts student to schedule return interview (assessing readiness to return). If he/she is deemed ready to return, CAPS clinician sends letter to Dean recommending return.

#### STEP

#### 02

#### CAPS EVALUATION

A CAPS clinician will meet with the student to evaluate mental health needs (at least 2 visits). Will obtain Release of Information form to speak with Dean's office and make sure Dean is in the loop and on board for MLOA.

#### STEP

#### 04

#### MLOA BECOMES EFFECTIVE

Once the Dean puts the student on MLOA, he/she leaves campus. While on leave, he/she follows treatment recommendations outlined in leave letter.

#### STEP

#### 06

#### STUDENT RETURNS TO CAMPUS

Student returns to campus. Likely seeks follow up treatment in the DC community. Office of Student Outreach and Support checks in with undergrads upon return. Student meets regularly with Dean to check in on academic progress, can join Back On the Hilltop support group.