

## Medical Leave Policy

A Medical Leave may be granted, upon request, to any matriculated student who is unable to attend classes for an extended period of time due to a documented illness, injury, or medical or psychological condition. Under the aforementioned circumstances, a Medical Leave may be granted to a student who is forced to withdraw during a semester as well as to a student who is unable to enroll in a subsequent semester.

To request a Medical Leave, students should follow the procedure outlined below.

1. Request a Medical Leave, in writing, from the Dean/Associate Dean of Student Services. The request must indicate the medical reason and the period of the leave. Documentation by a physician or other appropriate health care provider is required.
2. In the event that a student is incapable of requesting a leave him/herself, the request may be submitted by a parent, spouse, or other appropriate individual. In such cases, documentation of the student's incapacity must be provided by the appropriate health care provider.
3. The Dean/Associate Dean of Student Services shall have the final authority to determine whether the request for a Medical Leave is granted. All such determinations shall be made in writing.
4. In the event that a Medical Leave is granted, the Dean/Associate Dean shall:
  - a. complete the class withdrawal process for the student (i.e., if indicated and not previously completed); and
  - b. authorize a leave of absence for the student from the Admissions Office (i.e., if the student is enrolled in a restricted curriculum with limited seat availability)<sup>1</sup>.
5. Note that being granted a Medical Leave during a semester does not mean that a student's grades or financial aid will not be negatively impacted, nor does it mean that the student will be entitled to a tuition refund. Accordingly, students should be aware that existing policies will be followed in making these determinations. Whenever possible, students are strongly encouraged to determine the consequences of withdrawing during a semester before requesting a Medical Leave.

*Approved, January 8, 2002*  
*Executive Council*