



To begin the leave of absence for medical reasons process students must make their requests in writing (via email or secure message through the Mediat portal) to the associate dean for student & community wellbeing at or prior to the time they are requesting to take the leave.

Leaves will not be granted retroactively. Medical leaves of absence will not be entertained after the official last date to withdraw from classes, as established by the university's academic calendar, with the exception of extreme emergency cases.

A leave of absence for medical reasons must be issued by the vice president for student affairs, upon recommendation of the associate dean for student & community wellbeing in collaboration with the university medical provider and/or Counseling Center staff or other appropriate professionals.

Medical leave is typically granted when a student's condition makes it necessary for the student to leave campus for an extended period of treatment. A medical leave serves a student in the following ways:

1. A student is withdrawn from classes, receives a "W" on the student transcript for those courses, and while the student does not receive academic credit for the courses, the student is not penalized for the withdrawal.
2. A student living in a university residential facility at the time a leave of absence is approved will be granted a residential living space for the following semester upon readmission, provided that on-campus living is not a recommended restriction.
3. A student living in a university residential facility at the time a leave of absence is granted must remove all personal possessions and return their room key to the director of Residence Life within 48 hours of the leave being issued. Any additional time must be approved by the director of Residence Life. Students will incur room and applicable board charges until their residential space is vacated.
4. Financial payments to the university are reimbursed on a prorated basis. To understand the financial implications of a leave of absence students are encouraged to discuss their particular situation with the Student Records and



3. provide documentation as required by the associate dean for student & community wellbeing/vice president for Student Affairs;
4. discuss with the appropriate university representative(s) the request for reenrollment.

If readmission is approved by the vice president for Student Affairs, on- campus housing, when appropriate, will be assigned by the Office of Residence Life.