

MEDICAL LEAVE POLICY

Students experiencing personal/emotional/medical difficulties and unable to complete academic or social responsibilities to Walsh University may request a Medical Leave of Absence. The Dean of Students grants a Medical Leave of Absence (usually based upon the recommendation from the Director of Counseling Services). Obtaining a Medical Leave can impact several areas of student life including but not limited to housing, financial aid, scholarships, medical insurance, registration status, and athletic eligibility. While on Medical Leave a student is not permitted to attend classes or participate in extra curricular or co curricular events or activities. It is the student's responsibility to research how a Medical Leave of Absence may affect them in order to make an educated decision on whether to pursue a Medical Leave of Absence. The following procedures apply:

I. Procedures for Granting a Medical Leave of Absence

- A. Students are referred to Counseling Services for evaluation by a qualified staff member.
 - 1. Students are to provide documentation from an outside medical/mental health provider verifying academic withdrawal is recommended.
 - 2. Students must also provide a personal letter stating why academic withdrawal is desired at this time.
 - 3. Both of these documents are kept confidential in the Director's office.
- B. The Director of Counseling Services may convene an ad hoc assessment team that may formulate appropriate action and/or conditions of return.
 - 1. Programmatic concerns shall be handled by the department in which they originate and referred to the Director of Counseling Services with recommendations.
 - 2. University concerns shall be handled by the Medical Leave Policy.
- C. Counseling Services recommends to the Dean of Students the conditions under which a Medical Leave of Absence may be extended to a student.
- D. The Dean of Students authorizes a Medical Leave of Absence. A student will be granted a Medical Leave of Absence from the University to receive assistance as specified by Counseling Services.
- E. After a leave has been granted, the Director of Counseling Services will meet with the student to begin the official withdrawal process.

II. Procedures for Meeting Academic Obligations

- A. It will be the responsibility of the student to complete the drop/add form for the Registrar. Then the student will be administratively withdrawn from classes due to medical reasons.
- B. In the event a faculty member recommends an incomplete in their course, the student is not permitted to begin completing the work until returning from the Medical Leave of Absence.

- C. Reimbursable fees will be determined by the University's Add/Drop policy. All financial refunds are at the discretion of the business office. It is the responsibility of the student to initiate financial refunds by submitting a letter of appeal to the Finance Department's Fees and Charges Committee.
- D. The office of the Registrar will notify the student's academic advisor and all professors that the student has been medically withdrawn from their class.

III. Procedures for Returning from a Medical Leave

- A. Before returning to the University, the student may be required to be evaluated by a psychiatrist or other approved professional. A report of this evaluation is to be forwarded to the Director of Counseling Services. The report should contain a statement indicating whether or not, in the judgment of the psychiatrist or other approved professional, the student is ready to return to the University.
- B. When the report and/or request is received by the Director of Counseling Services, a professional staff member will evaluate the student's readiness to return from Medical Leave.
- C. The Director of Counseling Services may convene an ad hoc assessment team that evaluates the student's request and professional staff member's recommendations. In cases where it is deemed that the student is not ready to return from Medical Leave of Absence, the student will be informed as to the date when they may reapply for Return from Medical Leave.
- D. After receiving the recommendation from the Director of Counseling Services, the Dean of Students will inform the student of their status at the University.

IV. Procedures for Returning to Academic Obligations

- A. When a student has been granted an incomplete in a course and is permitted to return, he or she should notify the appropriate faculty member that they are ready to begin work.
 - 1. If, in the determination of the faculty member, too much time has elapsed to satisfactorily complete the work, s/he may recommend to the Academic Dean or appropriate graduate director that the student be permitted to withdraw from or retake the course.
- B. The student's academic advisor may also be contacted by the Academic Dean to facilitate the student's reentry.