

PROCEDURE TITLE:	STUDENT MEDICAL LEAVE OF ABSENCE
PROCEDURE NO.:	3.24:1
RELATED POLICY:	3.24
PAGE NO.:	1 OF 2
RESPONSIBLE ADMINISTRATOR:	PROVOST
EFFECTIVE DATE:	11/15/2021
NEXT REVIEW DATE:	11/2024
APPROVED BY:	PRESIDENT

## 1.0 PURPOSE

Shawnee State University recognizes that there may be times when students have compelling reasons to interrupt their studies due to medical or mental health reasons. Students who fall under these circumstances can apply for a Voluntary Leave of Absence. A Voluntary Leave of Absence is an interruption in a student's formal education and may be granted to students due to a medical or mental health event. Students who are given a Leave of Absence are not enrolled in classes, but they are not withdrawn from Shawnee State University and, therefore, remain on a matriculating hiatus status in the University's systems.

## 2.0 STUDENT MEDICAL LEAVE OF ABSENCE

Students may apply for a Medical Leave of Absence if temporarily unable to continue in their program due to illness or injury. A student may be approved for a medical leave of absence by the Dean of Students.

## 3.0 MEDICAL LEAVE OF ABSENCE PROCEDURES

3.1 Students may request a Medical Leave of Absence by completing a request form online, located on the Dean of Students website.

3.2 The request must be supported with documentation by a healthcare provider or counselor who treated the student during the semester or term in question.

3.3 The Dean of Students will provide a written decision to the student via the student's Shawnee State University email. The decision of the Dean of Students of whether a request is approved or not is final.

3.4 The Dean of Students will notify Residence Life, Financial Aid, and the Center for International Programs and the Registrar if applicable.

3.6 If the student's Medical Leave of Absence is approved, the Dean of Students will request a complete withdrawal for the requested term through the office of the Registrar.

3.7 The Dean of Students will place a hold on the student's account to prevent future enrollment.

#### 4.0 RETURN FROM MEDICAL LEAVE OF ABSENCE

- 4.1 When a student is ready to request to return, the student will email the Dean of Students to schedule a meeting.
- 4.2 The Dean of Students will meet with the student to determine enrollment status. If the student is approved to return, the Dean of Students will email the Office of Admission to complete re-enrollment steps and lift the registration hold.

#### History

Effective: 11/15/21

Hyperlink: [https://cm.maxient.com/reportingform.php?ShawneeStateUniv&layout\\_id=5](https://cm.maxient.com/reportingform.php?ShawneeStateUniv&layout_id=5)