

# Medical Leave of Absence and Medical Reentry Policies

## Overview of the Medical Leave and Reentry Process

### Part 1: Medical Leave Process at a glance:

- Submit intent to withdraw for health/medical reasons via [MyDU portal](#)
- Submit [Treating Healthcare Provider Medical Leave of Absence Form](#) to Student Outreach & Support (SOS)
- Medical Leave committee reviews completed medical leave application
- SOS will notify the student regarding the decision via electronic letter.

### Part 2: Medical Reentry Process at a glance:

- Student submits [Reentry from Medical Leave of Absence Form](#).
- Treating Healthcare Provider submits [Treating Healthcare Provider Medical Reentry Form](#).
- Medical Leave committee reviews completed medical leave reentry application
- SOS will notify the student regarding the decision via electronic letter.

A student with a mental health and/or physical health condition may apply for a voluntary Medical Leave of Absence from the University. The student initiates the process for a Medical Leave of Absence by completing the Withdrawal Form, which is available on MyDU, citing health/medical as the reason for withdrawal. The Office of the Registrar will withdraw the student from all classes within one (1) business day after the student submits the Withdrawal Form.

To qualify for a Medical Leave of Absence, the student must then submit adequate medical documentation (consistent with the requirements listed below) from the student's treating physician, licensed mental health provider, or other licensed healthcare provider specifying the mental health and/or physical health condition(s) that causes a degree of functional impairment that warrants a complete withdrawal from academic study for the current academic term. The medical documentation must reflect that the students had a consultation – either in-person or virtually via tele-health – with the treating physician, licensed mental health provider, or other licensed healthcare provider during the term for which the student is requesting a withdrawal for medical reasons. If the student does not submit adequate medical documentation by the last day of the term, the Office of the Registrar will change the student's status from a withdrawal for medical reasons to a general withdrawal.

**NOTE:** If the student does not complete the medical leave process by the last day of the term, and did not withdraw from courses by the published deadlines (<https://www.du.edu/registrar/calendar/index.html>), SOS will refer the student to the Academic Exceptions Process (<https://www.du.edu/uap/resources/index.html>).

1. Prior to submitting the Withdrawal Form via MyDU, the student should (1) consult with a Student Outreach & Support (SOS) Case Manager to understand their options for addressing the mental health and/or physical health condition; the process for applying for a Medical Leave of Absence and returning from such a leave; and the possible implications related to tuition and financial aid, health insurance, and University housing; (2) contact Financial Aid to determine the amount of financial aid to be returned and the availability of tuition refunds; and (3) contact other appropriate offices, such as International Student and Scholar Services, to determine the impact on visa status. The SOS Case Manager can assist the student in contacting these other offices as necessary.
2. Student Affairs & Inclusive Excellence staff, including the Health and Counseling Center staff, will determine whether the student has submitted adequate medical documentation from the

student's treating physician, licensed mental health provider, or other licensed healthcare provider that meets the criteria listed below. The student and their treating healthcare provider should have a shared understanding of the information being submitted to the University on the student's behalf. If the student's treating healthcare provider does not address every item identified in the Treating Healthcare Provider Form, the University will likely not approve the student's request.

3. The documentation must include the following, as outlined in the [Treating Healthcare Provider Medical Leave of Absence Form](#):
  - a. The treating physician, licensed mental health provider, or other licensed healthcare provider's professional qualifications and licensure;
  - b. Date the student first consulted the provider;
  - c. Number and type (i.e. in person or virtual) of visits with the provider;
  - d. Diagnosis of the mental health and/or physical health condition;
  - e. Date(s) that the provider observed and identified the mental health and/or physical health condition(s) that caused a degree of the functional impairment that impacted the student and warrants withdrawal from all courses for the term;
  - f. Based on the provider's direct evaluation of the student, the provider's professional opinion of when the symptoms of the mental health and/or physical health condition first began;
  - g. Impact of the condition on the student's participation in academic activities (including attending classes and completing coursework);
  - h. Treatment recommendations and estimated length of treatment plan; and
  - i. Assessment of student's willingness and/or ability to carry out substantial self-care obligations.
4. Students experiencing mental health and/or physical health conditions should promptly seek care from their treating physician, licensed mental health provider, or other licensed healthcare provider and should promptly submit their Withdrawal Form initiating the Medical Leave of Absence and submit adequate medical documentation by last day of classes.

### **Exchange of Information with Treating Physician, Licensed Mental Health Provider, or other Licensed Healthcare Provider**

- Students must submit a completed Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliant consent form to their treating physician, licensed mental health provider or other licensed healthcare provider's office to authorize their healthcare provider to submit the required medical documentation to the University.
- The University may only release information the student submits pursuant to this policy to the student's treating physician, licensed mental health provider or other licensed healthcare provider as permitted by the Family Educational Rights and Privacy Act (FERPA).
- In connection with the Medical Leave of Absence, the student may also be required to submit a FERPA release permitting the University's Student Affairs & Inclusive Excellence staff to exchange information with the student's treating physician, licensed mental health provider or other licensed healthcare provider to address the student's ability to perform as a student for the period covering the Medical Leave of Absence, the duration of the approved Medical Leave of Absence, and the Medical Reentry process.

### **Tuition Refund**

The University will prorate any tuition refunds for the portion of the term covered by the approved Medical Leave of Absence, provided that the student is responsible for the tuition for the remaining portion of that term. The University will calculate the amount of the refund as set forth in the applicable

charts below. For other interterms and summer term, the University will determine the amount of any refunds based on the term length and course start date. The University will determine the week of withdrawal for the purpose of issuing a refund based on the date on which the student submitted the Withdrawal Form to the Office of the Registrar. A student who is approved for a Medical Leave of Absence cannot file a Tuition Refund Appeal with the Bursar's Office for the same term for which the student receives a Medical Leave of Absence or a retroactive withdrawal for medical reasons.

#### Week of Withdrawal

Week 1	100%
Week 2	80%
Week 3	70%
Week 4	60%
Week 5	50%

#### University Tuition Refund Chart for Quarter Students:

Week 6	40%
Week 7	30%
Week 8	20%
Week 9	10%
Week 10	0%

#### Week of Withdrawal

Weeks 1-2	100%
Week 3	80%
Week 4	70%
Week 5	60%
Week 6	50%
Week 7	40%

#### University Tuition Refund Chart for Students Seeking Degrees from the Sturm College of Law:

Week 8	30%
Week 9	20%
Weeks 10-12	15%
Weeks 13-14	10%
Week 15	0%

### Medical Leave of Absence Eligibility Requirements and Conditions

- Students may seek a Medical Leave of Absence only for their own personal mental health and/or physical health circumstances. Students may seek a leave of absence for other reasons as specified on the Withdrawal Form on the [MyDU portal](#).
- Students participating in an international education program may not seek a Medical Leave of Absence for the term in which the student is participating in the international education program.
- The Medical Leave of Absence program is not intended to shield a student from unsatisfactory progress or any other academic irregularity unrelated to the student's mental health and/or physical health condition.
- Graduate students who receive an approved Medical Leave of Absence are eligible for relief for their time-to-degree requirements, provided that graduate students seeking a Juris Doctorate from the Sturm College of Law are subject to the time to degree requirements of the applicable accrediting body.
- If a student takes courses for credit at another institution while on a Medical Leave of Absence, the student must comply with the applicable policies for receiving transfer of credit toward a degree from the University. Undergraduate students should refer to the Office of the Registrar [Undergraduate Transfer Policy](#). Graduate students should refer to the transfer of credit procedures in the [Graduate Bulletin](#).
- A student may receive a Medical Leave of Absence (including any retroactive requests for a retroactive withdrawal for medical reasons) a total of **two (2) times** during enrollment in an educational program at the University. The Dean of Students/Associate Vice Chancellor for Student Affairs & Inclusive Excellence, or their designee, in consultation with the Director of the Disability Services Program and the Executive Director of the University's Health & Counseling Center or their respective designees, has the discretion to determine whether to grant an additional Medical Leave of Absence.
- If the Student Affairs & Inclusive Excellence staff approves the medical documentation for a Medical Leave of Absence, Student Affairs & Inclusive Excellence staff will notify the Bursar's

Office that the student is withdrawing for medical reasons for purposes of calculating a tuition refund, if applicable. A student cannot revoke a Medical Leave of Absence after the University has approved medical documentation.

- If the student is unable to complete the Withdrawal Form and/or provide the documentation for a Medical Leave of Absence required pursuant to this policy due to the circumstances of their mental health and/or physical health condition, at the discretion of the Dean of Students/ Associate Vice Chancellor for Student Affairs & Inclusive Excellence or their designee, the University may accept an email from the student as notice that another individual will complete the Withdrawal Form and submit the documentation on behalf of the student, provided that the student has executed a FERPA release for such individual.
- If the student has submitted the Withdrawal Form and has already withdrawn from all classes, but submits the appropriate medical documentation after the last day of the term, the student must file for a Tuition Refund for Medical Reasons. If the student has not submitted the Withdrawal Form and is not yet withdrawn from all classes, but submits the appropriate medical documentation after the last day of the term, the student must request a retroactive withdrawal for medical reasons through the Academic Exceptions Process to drop **all** courses for the requested term. The student must provide adequate medical documentation according to the requirements set forth in this policy.

## Reentry from a Medical Leave of Absence

As a condition of voluntarily seeking one of the following:

- Medical Leave of Absence
- Retroactive Withdrawal for Medical Reasons
- Tuition Refund for Medical Reasons

The student must provide adequate medical documentation from the student's treating physician, licensed mental health provider, or other licensed healthcare provider that demonstrates the student is prepared to participate successfully academically and is willing and/or able to carry out substantial self-care obligations with a full-time course load.

To allow sufficient time for processing and registration, the student must complete the following steps for the reentry process at least **14 business days** before the start of the term:

1. Complete the [Reentry from Medical Leave of Absence form](#).
2. Submit medical documentation from the student's treating physician, licensed mental health provider, or other licensed healthcare provider addressing the following criteria, as specified in the [Treating Healthcare Provider Medical Reentry Form](#). The student and the provider should have a shared understanding of the information being submitted to the University on the student's behalf. If the treating healthcare provider does not address every item identified in the Treating Healthcare Provider Form, then the University may not approve the student's request.
  - a. The treating physician, licensed mental health provider, or other licensed healthcare provider's professional qualification and licensure;
  - b. Professional opinion regarding the student's ability to participate academically with a full-time course load and willingness and/or ability to carry out substantial self-care obligations at the University with or without continued treatment;
  - c. A treatment summary with the following specificity:
    - Time span and type of treatment provided to the student while on the Medical Leave of Absence;
    - Whether the treatment was concluded (with or without the healthcare provider's approval) or is on-going;

- Specific intensive treatment, if any, while on the Medical Leave of Absence
- Demonstrated understanding of the diagnoses and functional impairment that resulted in a Medical Leave of Absence;
- Description of how the treating physician, licensed mental health provider, or other licensed healthcare provider completing the form addressed these specific issues in the treatment of the student during the Medical Leave of Absence;
- If treatment is ongoing, recommended treatment plan during student's return to full time study;
- Any continuing care needs or concerns for the student; and
- Any safety concerns for the student or for others in the University community.

The Dean of Students/Associate Vice Chancellor for Student Affairs & Inclusive Excellence or their designee, in consultation with the Director of the Disability Services Program and the Executive Director of the University's Health & Counseling Center or their respective designees, has the discretion to determine whether the student has submitted adequate medical documentation to support the reentry application. The University may establish conditions for the student in the first term after reentry based on the information provided in connection with the Reentry from Medical Leave of Absence form. If the University approves the student's reentry with conditions, the student must also submit updated medical documentation consistent with the conditions or as otherwise provided in the approval of the reentry.

The student must comply with all other applicable procedures for returning to the University.

If a student seeks to extend their Medical Leave of Absence beyond one (1) year, the student should contact the staff in Student Outreach & Support at [sos@du.edu](mailto:sos@du.edu).

## **Options for Incomplete Applications and Applications/Documentation Submitted After the Last Day of the Term**

**Retroactive Withdrawal for Medical Reasons:** Students who submit Incomplete Medical Leave Applications or submit applications after the last day of the term will be referred to the Academic Exceptions Committee. The student must complete and file a petition through MyDU. For more information, please follow this link: <https://www.du.edu/uap/resources/>

**(NOTE: Medical documentation must reflect that the students had a consultation – either in-person or virtually via tele-health – with the treating physician, licensed mental health provider, or other licensed healthcare provider during the term for which the student requests the retroactive withdrawal for medical reasons.**

## **Appeals of Adverse Decisions Regarding Medical Leave of Absence or Reentry from a Medical Leave of Absence**

A student may appeal an adverse decision regarding a Medical Leave of Absence and/or Reentry from a Medical Leave of Absence to the Vice Chancellor for Student Affairs & Inclusive Excellence or their designee by completing and submitting the Appeal [form](#) within **five (5) business days** of the date the decision was sent to the student. The grounds for appeal are limited to the following:

- The existence of procedural errors so substantial that such errors greatly impacted the decision;

and/or

- New medical documentation that was not reasonably available at the time of the initial decision.

Students who have concerns that the application of these policies has resulted in a violation of the University's discrimination and harassment policy should contact the University's Office of Equal Opportunity & Title IX (<https://www.du.edu/equalopportunity/index.html>).

The Vice Chancellor for Student Affairs & Inclusive Excellence or their designee will issue a decision in writing within **five (5) business days** from the date on which the student submits the appeal, unless the University can show good cause for delay.