

Leave of Absence Policies

Temporary Medical Leave of Absence

A temporary medical leave of absence may be granted for a short absence (typically up to 2 weeks) when a student is experiencing a medical or psychiatric condition that requires surgery, a procedure, treatment, etc. In such instance, a student can provide medical documentation to the associate dean of student health and counseling or designee confirming the student's need for the time away from classes/activities. Once the required documentation has been received, the associate dean of student health and counseling or designee will complete a retention alert that serves to notify the student's faculty of the temporary medical leave of absence. By doing so, the student's absences will be excused only for the period specified in the documentation provided. The student will be responsible for arranging a plan to complete all missed classwork/assignments/quizzes/tests upon their return.

Voluntary Medical Leave of Absence

Students who are experiencing medical or psychological conditions that are interfering with their academic functioning and that necessitate an extended absence may request a medical leave of absence. The student must provide supporting documentation of the medical condition from his or her treating physician to the associate dean of student health and counseling or designee, who will review the documentation with the appropriate college staff and make a determination.

A medical leave of absence may be granted for up to two semesters. Upon conclusion of the medical leave, in order to return, the student must provide the completed Provider Evaluation Form to the associate dean of student health and counseling or designee confirming the student's necessary readiness to return. Once the form has been received, the student will be able to schedule a clearance review. During this review, students may be advised of reasonable accommodations as well as any continued behavioral plans needed to support and ensure their success and wellness.

A student may request a medical leave by following the process outlined below.

1. Student completes and submits the medical leave application form and schedules an appointment with the associate dean of student health and counseling. Information for medical leave of absence can be found on the Student Health and Counseling webpage or at the Student Health and Counseling offices.
2. If approved, Academic Advising is notified of the effective date for tuition/financial aid refund purposes.
3. Academic Advising will send official notice of medical leave to campus departments (this may take 2-3 business days).
4. Requests for medical leave must be processed five days before the final course date of the term in which the withdrawal is requested; after this time the student will receive the earned grades.

When a medical leave of absence is granted, the course grade in all courses for which the student is registered will become a W (withdraw). Students taking a medical leave of absence or withdrawal who are recipients of federal Title IV financial aid should refer to "Refund Policy" to determine how taking a medical leave might impact your financial aid. Questions should be directed to the Office of Financial Aid and Scholarship.

Approved Leave of Absence

An Approved Leave of Absence is a leave initiated by the student and approved by the Assistant Dean of Student Success or the Associate Dean of Student Health and Counseling.

Any federal loans taken prior to entering an approved leave will qualify to remain in an in-school status. If the student in this status does not return to Manhattanville within 180 days, their status will be changed to "Institutional Leave of Absence" and the student may be subject to Return of Title IV calculations based on their original leave date. Please contact the Office of Financial Aid if you have questions or concerns.

Returning from Voluntary Medical Leave of Absence

Students on medical leave of absence from the College, will not be permitted on campus for the duration of the leave. In order to return from a medical leave of absence, the student must submit a completed Provider Evaluation Form no sooner than one month prior to the start of the semester in which they are requesting to return. The form must be submitted to Student Health and Counseling office, along with signed release of information forms permitting the associate dean of student health and counseling or designee to share information with the professionals who provided care to the student during the medical leave. Subsequently, a clearance evaluation will be scheduled. During the clearance evaluation, the student requesting to return from medical leave will meet with the associate dean of student health and counseling or designee to review progress made over the course of the medical leave. When a student is cleared to return, the College may establish plans or criteria regarding the student's eligibility to return to campus. The criteria may include, but are not limited to, plans for continued participation in treatment, accommodations to support the student's success, safety, or overall functioning at the College. In the instance that a student is not cleared to return to the College, the student will not be permitted to remain on campus and the medical leave may be extended until clearance criteria has been met, but not beyond two semesters. In the event there is a pending student conduct matter, it may be addressed upon the student's return.

Appeals

Students may appeal the clearance evaluation decision in writing to the vice president of student affairs or designee. All information submitted, including the results of the evaluations, become part of the student's health record and will be carefully considered.

Involuntary Medical Leave of Absence

The College may place a student on an involuntary medical leave of absence when, after conducting an individualized assessment, it has been determined that there is a significant risk that the student will harm him/herself or another, and this risk cannot be eliminated or reduced to an acceptable level through reasonable accommodations.

If a student is considered to potentially be a risk to him/herself or others, the student will be required to undergo an evaluation with the student health and counseling psychiatrist or designee. The student must release all relevant medical information to the student health and counseling psychiatrist or designee prior to the evaluation. The results of the evaluation will be reviewed by the associate dean of student health and counseling and a decision will be made as to whether or not the student may return to the College. An individualized assessment to determine reasonable accommodations will be made on a case by case basis, in order to assist the student in continuing coursework while seeking to seek treatment.

A student who has been placed on involuntary medical leave of absence is subject to the same policies as a student granted a voluntary leave of absence with regard to financial aid and financial obligations as stated in the College's refund policy. Students placed on medical leave of absence from the College, will not be permitted on campus for the duration of the leave. Once a clearance evaluation is scheduled, the student will be expected to go straight to the Student Health and Counseling Office as soon as they arrive on campus.

Returning from Involuntary Medical Leave of Absence

In order to return from a medical leave of absence, the student must submit a completed Provider Evaluation Form no sooner than one month prior to the start of the semester in which they are requesting to return. The form must be submitted to Student Health and Counseling office, along with signed release of information forms permitting the associate dean of student health and counseling or designee to share information with the professionals who provided care to the student during the medical leave. Subsequently, a clearance evaluation will be scheduled. During the clearance evaluation, the student requesting to return from medical leave will meet with the associate dean of student health and counseling or designee to review progress made over the course of the medical leave. When a student is cleared to return, the College may establish plans or criteria regarding the student's eligibility to return to campus. The criteria may include, but are not limited to, plans for continued participation in treatment, accommodations to support the student's success, safety, or overall functioning at the College. In the instance that a student is not cleared to return to the College, the student will not be permitted to remain on campus and the medical leave may be extended until clearance criteria has been met, but not beyond 2 semesters.

Once a student has been cleared to return to the College, Academic Advising will be notified that the student is cleared to return to classes. If the student has not registered for courses during their leave, they may do so once they have been cleared. For residential students, the Director of Residence Life will be notified that the student has been cleared to return to the residence halls. Campus Safety will be notified and the student's ID card will be re-activated. In the event there is a pending student conduct matter, it will be addressed upon the student's return.

Appeals

Students may appeal the involuntary medical leave of absence or the associate dean of student health and counseling's denial of a student's readiness to return from an involuntary medical leave of absence. The appeal must be submitted in writing to the vice president of student affairs or designee. All information submitted, including the results of the evaluations, become part of the student's health record and will be carefully considered.