

Medical Leave of Absence Process Draft 9-7-17

The following procedures provide for an individualized approach for assessing a student's return from a MLOA and are designed to be reasonable and flexible.

Exit Process

If the student's health, safety, or academic success has been compromised by a significant health issue, they should contact either the Director of the Success Center or the university counselor, hereafter referred to as Success Center staff, about taking a Medical Leave of Absence. If possible the Success Center staff will meet with the student prior to beginning the leave to discuss the need for the leave, to make individualized treatment recommendations to students that are designed to help them become academically and personally ready to resume life at the University, and to go over the procedure to return to classes. The Success Center staff member will follow up with an email to the student with any individualized treatment recommendations and an explanation of the return process, and will place a BIST hold on the student's account. The BIST will review and track all Medical leaves of absence requests. Because every student's situation is different, the length of the recommended leave will be determined individually. Leaves will not be permitted past one calendar year or for less than the remainder of the current semester.

Return Process

When a student is interested in returning to the University from a medical leave of absence, the student should take the following steps in order to initiate the return process:

1. Contact the appropriate Success Center staff member in advance of the intended return date so the appropriate offices have sufficient time to review the student's request to return and for the student to get registered for classes.
2. Speak with the appropriate Student Academic Planner in Student Central to determine whether any unfinished course work should be completed prior to returning from the leave.
3. Have treatment providers send a report documenting their work with the student, the student's clinical status, and an opinion as to the student's readiness to successfully resume academics and university life. Student will be asked to provide Release of Information Forms to the appropriate Success Center staff member so that they may communicate with the treatment providers.

4. Depending upon the nature and individual circumstances of the MLOA, the student may be asked to provide:
 - a. a written statement from a reliable community observer (mentor, clergy, supervisor, athletic coach, etc.) but not a family member, that describes the student's daily activities, and the extent to which the writer believes the student is ready to participate productively in University life/studies OR
 - b. the student's own written statement describing their experience away from CTX, the student's understanding of the factors that led to the need for the leave, any insights the student has gained from treatment and time away and how the student is planning for a successful return to CTX.

Requiring either of these options will be made on an individualized basis and the decision and an explanation for the decision will be conveyed to the student, in writing, during the exit process or at a later time if the University determines that the other information submitted is insufficient to make a recommendation about return.

Processing a Return Request

Following a review of the materials a student has submitted, the Success Center staff member will make a recommendation to the BIST as to whether the student appears ready to resume studies. Every effort will be made to respond to a student request within 21 calendar days of the submission of all required materials.

The Success Center staff will give significant weight to the opinion of the student's treatment provider, but reserves the right to request that the student undergo additional assessment to determine the student's readiness to return. In these rare instances the University may pay for the additional assessment and will notify the student of its rationale for making this request.

Success Center staff may also request a check-in visit to review plans for sustained health and ongoing treatment either on or off campus. Students with disabilities will be encouraged to register with the Success Center to request any needed accommodations.

The BIST will make the final determination of whether a student is ready to return. The Success Center staff will remove the BIST Hold and inform the Student Academic Planner. The Student Academic Planner will then contact the

student about any applicable academic requirements and assist with class registration.

If upon review, the recommendation from the Success Center staff is that a student is not ready for return, the student will be advised of this recommendation in writing along with recommendations that will enhance the chance of a positive recommendation in the future. A student may appeal the BIST recommendation that s/he is not ready to return to the University by submitting an appeal letter in writing to the Provost/Executive Vice President within 14 days of receiving notice of the negative recommendation. The student may also submit any information s/he believes to be relevant to the appeal. The Provost/Executive Vice President will review the student's submission and make a final determination as to recommendation for return.