

Concordia University Texas

Policy		Effective Date:	September 7, 2017
DS02- Leave of Absence – Voluntary Medical (MLOA)		Last Revision Date:	July 1, 2025
Corporate Owner:	President and/or Chief of Staff	Operational Owner:	VP of Student Services
Post to Website:	Yes	Review by APC:	No
Website Address:	https://www.concordia.edu/student-life/dean-of-students/student-policies-and-processes.html		
Revision Cycle:	Every Year	Page No:	Page 1 of 2

I. Purpose

The University recognizes that students may experience medical situations, including mental health concerns, which significantly limit their ability to function successfully or safely in their role as students. In those situations, students may consider requesting a medical leave of absence (MLOA), which permits students to take a break from University life and studies, so that they may receive treatment and return to the University within one academic year with an enhanced opportunity to achieve their academic goals.

II. Scope

This policy applies to all students of Concordia University Texas and is to be adhered to by all University faculty and staff.

III. Definitions

Student - refers to a person who; (a) is currently enrolled at the University; (b) is accepted for admission or readmission to the University; (c) has been enrolled at the University in a prior semester or summer term and is eligible to continue enrollment in the semester or summer term that immediately follows; (d) is attending as an enrolled student a program sponsored by the University; or (e) has engaged in prohibited conduct at a time when he/she met the criteria of (a), (b), (c), or (d).

Medical Leave of Absence – a break in studies of not greater than one year for a student who has a medical situation that significantly limits his/her ability to function successfully or safely in his/her role as student.

IV. Policy Statement

Concordia University Texas (CTX) may approve a voluntary medical leave of absence (MLOA) for students if their health, safety, or academic success has been compromised by a significant health issue and the student has substantiated the severity of their medical or mental health illness with proper documentation from a licensed medical or mental health professional and/or with the recommendation of the Behavioral Intervention and Support Team. An MLOA can be approved after the published 'last day to drop' in the Academic Calendar and up until the last day of class.

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Students are allowed to return to Concordia without reapplying for admission for up to one full academic year. Reinstatement will be contingent upon the provision of competent evidence from a licensed professional to a designated CTX official(s) and the approval of BIST. The documentation should show evidence of treatment so as to allow the student to return to the university community with all of its academic rigor. The university will make every reasonable effort to reduce or eliminate negative impacts for a student taking a medical leave of absence.

Students applying for a medical leave of absence may also petition for financial reimbursement of tuition or a portion of tuition through Student Central. If a student is living in university housing, the student may also petition to have the housing cost prorated. No tuition or housing refunds are guaranteed.

V. Additional References

None