



Center for Student Academic Support

**University of Tulsa
UNDERGRADUATE
MEDICAL LEAVE OF ABSENCE POLICY**

To accommodate undergraduate students who are facing catastrophic medical or psychological problems, the Center for Student Academic Support offers a medical Leave of Absence program on a one-time basis, and for a limited period of time, to students who have completed at least one full semester at the University of Tulsa.

I. APPLYING FOR A MEDICAL OR PSYCHOLOGICAL LEAVE OF ABSENCE

Undergraduate students who wish to apply for a Leave of Absence due to medical or psychological reasons must contact the Center for Student Academic Support to discuss their reasons for seeking a Leave of Absence, the medical documentation required, the duration of the requested Leave of Absence, and arrangements and conditions that will be necessary to ensure an easier transition back to The University of Tulsa.

A. All Applications for a medical Leave of Absence must be completed, submitted and received by the Center for Student Academic Support in a timely manner.

1. The Application must be submitted within 10 days after the initial request and prior to the end of the 12th week of classes. (NOTE: Federal law requires that all Federal Aid recipients complete and return their Leave of Absence Application and physician's verification form to the Center for Student Academic Support within 10 business days after initiation of the Leave of Absence process.)
2. The Application must include *significant* documentation regarding the medical or psychological reasons that support the student's request for a medical Leave of Absence. (NOTE: Students who lack adequate documentation may be eligible for voluntary withdrawal through the Advising Office of their college of enrollment.)
3. The following forms must be completely filled out and submitted:
 - a. Request for Leave of Absence Form.
 - b. Agreement to the Terms and Conditions Form
 - c. Medical Verification Form and all supporting medical documentation.

B. Late applications will not be accepted.

C. A medical Leave of Absence can be approved only by the Center for Student Academic Support. There is no “informal route” or alternate method for securing a medical Leave of Absence. Notifying one or more instructors and/or no longer attending classes are not sufficient. Students will not be eligible for a Leave of Absence if they fail to complete the Leave of Absence application process in a timely manner (within 10 business days of the request, but in any event no later than the last day of classes).

D. No Leave of Absence will be granted on a retroactive basis.

E. A medical Leave of Absence will be granted only on a one-time basis and for a limited time period.

II. REVIEW AND APPROVAL PROCESS

A. The Director (or her designee) of the Center for Student Academic Support will notify students in writing of the outcome of their Application for a medical Leave of Absence.

B. If a medical Leave of Absence is denied, students may contact their college Advising Office to discuss other options, including a voluntary withdrawal (before the end of the 12th week of classes) or an Incomplete in one or more classes.

C. Every Leave of Absence will include requirements or conditions that must be met during the Leave of Absence and prior to returning to the University. In some instances the Leave of Absence may involve conditions to ensure continued recovery upon returning to the University.

D. When reviewing an Application, the Center for Student Academic Support may contact the student’s health care provider(s) and other professionals to gather information needed to make the decision, including the Alexander Health Center, University Counseling and Psychological Services Center, College Advising Offices, Alexander Health Center and other offices that have information regarding the student’s situation.

E. Applicants must specify the duration of the requested Leave of Absence, based on how much time they will need to address their health problems and to adequately prepare for return to the University. Because every student’s situation is different, the duration of a Leave of Absence will be determined on a case-by-case basis. At a minimum, the Leave of Absence will be for one semester and, depending on the timing of the request and the nature of the

circumstances, the Leave of Absence may include the following semester to allow sufficient time for full recovery, a sustained period of stability, and to increase the student's opportunity for success upon his/her return to the University.

F. The duration of a medical Leave of Absence may be no more than two semesters, including the semester during which approval is granted to begin the Leave of Absence. At the end of this period, the medical Leave of Absence will end and the student will be on a voluntary withdrawal, if he/she does not return to the University. There is no automatic renewal or extension of a Leave of Absence, if a student does not return to the University.

G. Documents pertaining to a medical Leave of Absence will be maintained by the Center for Student Academic Support in confidential student files that are protected from being accessed through educational records.

H. The Center for Student Academic Support will notify appropriate offices when a medical Leave of Absence has been approved, including the Registrar, College Advising Offices, Business Office, Student Financial Services, International Student Services, and Housing and Dining. However, such notification does not relieve the student of responsibility for checking with those offices directly to ensure that any outstanding academic, financial or administrative matters have been addressed, as provided below.

III. STUDENT RESPONSIBILITY FOR OUTSTANDING FINANCIAL, ACADEMIC AND ADMINISTRATIVE MATTERS

When a medical Leave of Absence is approved, students remain responsible for ensuring that any outstanding academic, financial or administrative matters are properly addressed. Typically, a medical Leave of Absence extends over a period of months and students will be away from campus throughout this period. Prior to leaving campus, therefore, students should take steps to make sure that they have made proper arrangements regarding any outstanding academic, financial or administrative matters. Some matters will require choices and decisions that can only be made directly by the student, perhaps in consultation with parents or others. Such choices and decisions may have financial and other important implications, and therefore will not be made for the student by administrators in the Center for Student Academic Support or any other office. For these reasons, students are required to seek advice and take necessary steps with all appropriate offices.

A. Financial Aid and Scholarships *The Financial Aid Office must be contacted directly by all students who receive scholarships, loans or any other types of financial aid.* Students are responsible for working with the Financial Aid Office and for taking all appropriate action to fulfill their obligations relating to scholarships, loans or other external or internal funding. If the

student received TU scholarships during the semester in which they began a Leave of Absence and withdrew from classes, that semester counts against their allocated semesters of scholarship funding. Upon re-enrolling at the University at the end of their Leave of Absence, as long as students have abided by all terms of the medical Leave of Absence agreement, they will have the remaining number of semesters of TU scholarship funding that they were originally awarded.

B. Housing Students who live on campus are responsible for working directly with the Housing Office to complete the check-out process in accordance with *The Guide to On-Campus Living*. Pursuant to University policy, the housing deposit will be forfeited and room and board will be prorated to the completion date of the check-out process.

C. Outstanding Academic Matters Students must contact the Advising Office of their college of enrollment to make arrangements regarding any outstanding academic matters that have not been resolved prior to the start of their medical Leave of Absence. The Center for Student Academic Support will notify the college advising offices that a medical Leave of Absence has been granted, but the Center cannot address grade appeals, completion of work under an Incomplete Agreement, academic misconduct, questions about course sequencing, major requirements, or any other outstanding academic matters. Such matters must be addressed by students directly with their college advisors and faculty.

D. Outstanding Financial Matters A medical Leave of Absence does not relieve students from financial obligations incurred at the University or related organizations, except as specifically approved and arranged by the Center for Student Academic Support when a Leave of Absence is approved. All outstanding financial obligations must be addressed directly by the student with the Business Office or other offices to which obligations are owed.

E. International Student Services Prior to leaving the University, all International Students *must* consult the office of International Student Services regarding possible visa implications that may affect their decisions regarding departure and return to the University.

F. Student athletes must contact the Associate Athletic Director for Student Services to make arrangements regarding the impact that their medical Leave of Absence will have on their scholarships and NCAA regulations.

G. Any Other Outstanding Matters Students are responsible for notifying the Center for Student Academic Support and any other appropriate office regarding any other outstanding matters that may require notification or action during an approved medical Leave of Absence.

IV. TERMS AND CONDITIONS DURING A MEDICAL LEAVE OF ABSENCE

A. Grades; Entry of Withdrawal on Transcripts When a medical Leave of Absence is approved, “W” grades will be assigned to all classes for the semester during which the Leave of Absence was granted. Students who fail to complete the Leave of Absence process in a timely fashion, or who were not approved for a Leave of Absence, will be assigned permanent grades by their instructors pursuant to University policies. Retroactive grade changes are not permitted.

B. Outstanding Charges on the Student’s Account The Center for Student Academic Support will work with the Business Office and other offices to determine whether some or all of the outstanding charges on a student’s account may be held in abeyance during the medical Leave of Absence. All charges will become due immediately when the Leave of Absence ends, regardless of whether the student re-enrolls and/or returns to the University.

C. Out-of-Pocket Funds Paid to the University for Tuition Students will receive credit for out-of-pocket funds paid to the University for tuition during the semester in which a medical Leave of Absence is granted. Such credit will be applied against tuition for the semester when the student re-enrolls, as long as the student abides by all terms of the medical Leave of Absence policy and returns within the approved time frame of their medical Leave of Absence. Credit will be applied only under these conditions. No refunds and no other application of this credit are allowed.

D. No Enrollment Allowed at Other Institutions While on Leave of Absence Students on a medical Leave of Absence may not enroll at another institution. If a student enrolls or takes classes at another institution, the medical Leave of Absence will be immediately nullified. Any student who wishes to return to the University of Tulsa after enrolling at another institution will be required to go through the normal re-admission process.

E. Enrollment and Satisfactory Completion of CSAS 0500 (Leave of Absence Class) All undergraduate students on a medical Leave of Absence are required to enroll in a course, CSAS 0500, with the Center for Student Academic Support. CSAS 0500 is a zero (0) credit, non-tuition course that is designed to meet the needs of individual students while on medical Leave of Absence. The course has a prescribed content that focuses on actively engaging the student with the University while developing strategies designed for returning to the college environment. Because there are no credit hours, there is no tuition charged for the course and it does not affect the student’s degree requirements or the progress toward their degree. However enrollment in CSAS 0500 ensures that the student retains status as an enrolled student at the University of Tulsa during their medical Leave of Absence. The first semester of enrollment in CSAS 0500 will be the semester during which the Leave of Absence was granted. A grade of Incomplete (“I”) will be issued at the end of the first semester of enrollment, if the Leave of Absence will continue into a second and final semester. Students are expected to complete the CSAS 0500

course and receive a grade of “Pass” at the end of their approved period for a medical Leave of Absence.

F. Failure to Meet Requirements of CSAS 0500 and a Medical Leave of Absence Failure to meet the requirements of CSAS 0500 and the terms and conditions of the medical Leave of Absence will result in immediate termination of the Leave of Absence and loss of financial and other privileges granted under the Leave of Absence. In such cases, the student will be deemed to have voluntarily withdrawn from the University, and may return or seek re-admission through the normal procedures applicable to his/her situation.

G. Expiration of the Leave of Absence The Leave of Absence will expire automatically at the end of the approved term (duration) established when the Leave of Absence was approved, regardless of whether the student returns to the University, completes the CSAS 0500 course, or is in compliance with the terms and conditions of the Leave of Absence. All privileges, including financial arrangements, automatically expire when the Leave of Absence ends.

H. Extension of Leave of Absence for Extraordinary Reasons Students may apply for a one-semester extension immediately following their medical Leave of Absence based on unforeseen, extremely extenuating circumstances. Such applications are rarely granted. All applications for an extension must be made in writing to the Center for Student Academic Support, must include all required documentation, and must be received before the end of the Leave of Absence. Late Applications will not be accepted. Applications will be reviewed and must be approved by both the Center for Student Academic Support and the Associate Dean of the student’s college of enrollment. If an extension is denied, the Leave of Absence automatically terminates at the end of the previously approved period.

I. One-Time Only A medical Leave of Absence will be approved strictly on a one-time basis. Students may consult their college advising office regarding voluntary withdrawal or other arrangements that might be requested for medical or psychological reasons.

J. Student Conduct and Compliance with University Policies During a medical Leave of Absence, students are required to conduct themselves in a manner consistent with the standards and policies of the University and its colleges. While on a medical Leave of Absence, students are not permitted to reside in University housing, fraternity or sorority housing, or participate in student activities, except as specifically approved by the Center for Student Academic Support.

K. Housing Deposit If the student re-enrolls and returns to university housing within one year after beginning a medical Leave of Absence, the forfeiture of the housing deposit will be reversed and the deposit will be credited to the student’s account.

L. Student Privileges Students who qualify for a medical Leave of Absence may retain many of the privileges provided by the University. Email accounts are kept active while the student is enrolled in CSAS 0500 (one semester). Further extension of email and IT privileges may be granted but, in order to ensure continuity of such privileges, students should request such extensions prior to the end of the medical Leave of Absence period. Students will have access to the University Counseling and Psychological Services Center and may maintain access to the libraries and fitness center during their Leave of Absence.

M. Nullification or Termination of the Leave of Absence Students are expected to comply with the terms and conditions of their medical Leave of Absence. Failure to meet these requirements will result in automatic termination of the medical Leave of Absence, including loss of financial and other privileges granted pursuant to these policies.

N. Questions Questions concerning this policy or the terms of a medical Leave of Absence should be directed to the Director of the Center for Student Academic Support.

V. CERTIFICATION OF READINESS TO RETURN TO THE UNIVERSITY

Students are expected to re-enroll and return to the University of Tulsa at the end of their medical Leave of Absence, after providing certification of their readiness to return.

A. The student must check with the CSAS 0500 instructor no later than two weeks before returning to ensure that all benchmarks have been met. Timely compliance with all terms of the Leave of Absence is required.

B. Prior to re-enrolling at the University, the student must provide the following:

1. Medical or psychological reports from physician(s) and/or mental health professional(s) who provided services to the student while on Leave, including the Certificate of Readiness to Return to the University form filled out by the appropriate health care professional(s).
2. If other conditions or terms were required as part of the approved Leave of Absence, the student must submit proof of compliance or completion of these conditions.
3. The student must submit a statement addressing his/her day-to-day functioning, plans for ongoing safety, readiness to return to the rigors of the academic environment, and an ongoing plan for sustained health (such as continued treatment plans).

4. The student must sign a written consent for the release of this information to the Director of the Center for Student Academic Support from the physician(s) and/or mental health professionals who provided care during the Leave of Absence.

5. Students who leave for psychological care will also sign a release of information to the Director of the University Counseling and Psychological Services Center.

C. Prior to re-enrollment, the student must receive clearance to re-enroll from the Director of the Center for Student Academic Support. The Director of the Center for Student Academic Support may consult with other involved parties during review of the student's statement of readiness to re-enroll, including the student's health care providers and professionals in the College Advising Office, University Counseling and Psychological Services Center, Alexander Health Center and other offices that may be involved with a smooth transition back to the University.

D. Every effort will be made to respond to the student's request within 14 business days, but a longer response time may be needed if there are delays in receiving and reviewing the necessary documents. Therefore, students should plan ahead and submit materials as soon as possible when making plans to return from a Leave of Absence.

VI. LATE APPLICATIONS FOR A MEDICAL LEAVE OF ABSENCE

A. A medical Leave of Absence will be denied if the Application is received more than 10 days after the initial request or after the end of the 12th week of classes.

B. If a waiver of these deadlines is requested, the student must submit significant documentation of the unforeseeable and extraordinary circumstances that prevented the student from submitting the Application in a timely manner. Absent extraordinary circumstances, waivers will not be granted.

VII. APPEALS

Students who are dissatisfied with a decision of the Center for Student Academic Support regarding a request for a medical or psychological Leave of Absence may file an appeal to the Office of the Provost within thirty (30) days after such decision has been made. All appeals must be in writing and should be addressed to:

Office of the Provost
Collins Hall
The University of Tulsa
800 South Tucker Drive
Tulsa, Oklahoma 74104-3189
(918) 631-2554

All appeals will be thoroughly investigated, and a written decision will be issued promptly and within a reasonable time after receipt of all documents relating to the appeal. The decision of the Provost or the Provost's designee shall be final and is not subject to further review.



By signing below, I acknowledge that I have received a copy of the Undergraduate Medical Leave of Absence Policy, and have read and understand this document. I agree to this Policy and the Terms and Conditions of my medical Leave of Absence.

Student Signature or Student's Designee

Date

Director of Center for Student Academic Support Signature

Date