Medical Leave of Absence Protocol

Students may experience medical situations that significantly limit their ability to function successfully or safely in their role as students. In those situations, students can request a Medical Leave of Absence which allows them to take time away from the college for the remainder of a session or term. Medical Leave of Absence forms can be found at guttman.cuny.edu/students/the-hub/registrar/medical-leave-of-absence/.

Students may request a Medical Leave of Absence anytime during the current academic session, or under special situations that hinder a student from making the request during the session, retroactively. Such situations would include hospitalization, in-patient treatment, or a situation that leaves the student incapacitated to the degree of not being able to request the leave before the end of the academic session.

A leave of absence may impact a student’s academic progress, financial aid, and/or may cause a balance due to the college. Students considering a Medical Leave of Absence are encouraged to contact their academic advisor and financial aid advisor to explore impact and options.

PROCEDURE

Application:

Students must complete and submit a Request for Medical Leave of Absence with supporting medical documentation from a health care provider, and an Authorization to Release/Request Confidential Information form to the Dean of Student Engagement. Forms can be found at guttman.cuny.edu/students/the-hub/registrar/medical-leave-of-absence/. Supporting medical documentation must indicate the dates of incident, injury, or onset and the projected duration of medically recommended treatment/care to support the requested leave. The dean will treat all medical documentation as confidential, sharing information only as necessary to evaluate the request and period of leave.

The dean will review the request and supporting documentation. If the leave is approved, the dean will email the Office of the Registrar and Financial Aid Office a copy of page one of the Request for Medical Leave of Absence form. The original form and all medical documentation will be secured in the dean’s office and only shared with the Associate Director of Counseling Services as needed. The student will be notified of the decision by email or mail within 10 business days of a completed and submitted application.

Please note: the decision whether to approve a medical leave of absence when requesting a leave for a Fall 1 session or a Spring 1 session with plans to attend the subsequent Fall 2 or Spring 2 session within the same term is up to the discretion of the dean and based on medical documentation and duration of medically recommended treatment/care.

Returning:

Students interested in returning to the college from a medical leave of absence must complete a Request to Return to Active Status with supporting medical documentation from their health care provider and the Authorization to Release/Request Confidential Information form. Forms can be found at guttman.cuny.edu/students/the-hub/registrar/medical-leave-of-absence/.

Medical documentation should include:

- Period of treatment
- Whether the health care provider has certified the student as ready to return, with date of earliest possible return
- List of continuing treatment plan and recommendations

The dean will treat all medical documentation as confidential, sharing information only as necessary to evaluate the request to return. Health care providers are encouraged to contact the Dean of Student Engagement with any questions or concerns related to proposed return.

All forms should be submitted to the Dean of Student Engagement within the timeframes listed below:

- If the Medical Leave of Absence was taken for a full term (a term is defined as both Fall 1 and 2 sessions OR both Spring 1 and 2 sessions), forms must be submitted at least 6 weeks prior to the first day of the anticipated term of return.

- If the Medical Leave of Absence was NOT taken for a full term but taken for a single session within a term (a session is defined as being Fall 1 OR Fall 2 / Spring 1 OR Spring 2), forms must be submitted at least 3 weeks prior to the first day of the anticipated session of return.

The dean will review the submitted materials. Once the request is reviewed and signed by the dean, the dean will email the Office of the Registrar, Financial Aid Office, and the Academic Advising Office a copy of page one of the Return to Active Status form. The original form and all medical documentation will be secured in the dean’s office and only shared with the Associate Director of Counseling Services as needed. The student will be notified of the decision by email or mail within 10 business days of a completed and submitted Request to Return to Active Status form, supporting medical documentation, and Authorization to Release/Request Confidential Information form. Once a return is approved, the dean or designee will contact the student to request a check-in visit to review their plan for sustained health and offer support.

If a student’s request for return to active status is denied, the student may meet with the dean to devise a plan for return.

Please note the following:

- It is the student’s responsibility to check with the Bursar Office regarding any outstanding balance and make necessary arrangements for any payment due before the start of the session of return.
- If a student withdrew from a full term (i.e. Fall 1 AND 2 or Spring 1 AND 2), the student must complete the Readmission Interest Form, Readmission Application, and attend the Readmission Completion Day program. Students who are in poor academic standing prior to the term the medical leave was taken must also complete the Academic Appeal procedures as part of the readmission process.