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**POLICY TITLE:** Student Medical Leave and Return Policy

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**POLICY PURPOSE:** To illustrate the procedure for requesting a medical leave of absence and the requirements for the student to return.

**BACKGROUND:**

**APPLIES TO:** All students

**DEFINITIONS:**

**CONTENTS:**

**POLICY STATEMENT:** During the course of their enrollment at Fort Hays State University, some students may need to leave the University due to a medical and/or psychological issue that temporarily prevents them from successful and productive participation in the University.

A medical leave is authorized by the Vice President for Student Affairs (VPSA) on the basis of a recommendation from the medical director of the Student Health Center or designee, the students' physician or the director of the Kelly Center or designee. Students on medical leave must leave campus and focus on the evaluation of, treatment for, and management of the illness or condition which necessitates the leave. The VPSA will communicate the terms of the leave as well as the conditions and procedures for returning to Fort Hays State University. When a medical leave is authorized, students are withdrawn from the courses in which they are enrolled. In exceptional cases, some incomplete grades may be granted, depending on course content and the date of the leave. (Note that any semester in which a grade is given is counted as a FHSU semester for purposes of graduation.)

#### Requesting a Medical Leave

Students may initiate withdrawal from the University for medical and/or psychological reasons (for self or due to a family emergency) demonstrated to the VPSA in consultation with the Medical Withdrawal Committee. To request a medical withdrawal, a written request must be submitted to the VPSA outlining the nature of the medical/psychological/family emergency, how the situation created challenges for successfully completing the semester, the date(s) of last participation/activity in the class, verification of the medical/psychological/family emergency, and whether the request is for a withdrawal, a refund, or both.

Upon review of the request and supporting documentation, arrangements may be made for tuition refunds, financial aid suspension processes, or

other academic accommodations to ease the transition of the student to resources better able to support their medical, psychological, and/or family needs. Modifications to housing contracts may also be possible.

The withdrawal decision will specify whether or not the withdrawal is for a specified period, and whether or not there are any conditions for return. If the withdrawal is for a specific period or if there are any conditions for return, a hold will be placed on the student's registration status until the student is eligible for reinstatement.

Involuntary withdrawal of a student for medical or psychological reasons may be initiated by the VPSA, upon the determination that the best interests of the student and the University would be served by the withdrawal.

In no case will an involuntary withdrawal be implemented in violation of any applicable law relating to disability discrimination. Any involuntary withdrawal issued, pursuant to policy, shall specify all requirements the student must meet prior to return to the University. The length of the withdrawal shall be specifically identified and be no longer than necessary to protect the interests of the University and student.

#### Returning from Medical Leave

Students currently on a medical leave should notify the VPSA when they are prepared to return to FHSU and/or when the specific period has ended. Letters of intent are due by June 1 for the fall semester and November 1 for the spring semester. The primary provider responsible for treatment during the leave should provide diagnosis and treatment documentation directly to the medical director of the Student Health Center or the director of the Kelly Center by June 15 and November 15 respectively. The deadline for receipt of all required materials and assessment with the Kelly Center and/or Student Health is July 1 for the fall semester and December 1 for the spring semester. For the summer, the deadline for receipt of all required materials is April 1.

After the case has been reviewed by the appropriate FHSU staff member, the medical director of the Student Health Center and/or the director of the Kelly Center will meet with the VPSA concerning the student's preparedness to return to the University as a full-time student in residence. The VPSA will make the final decision concerning the student's return. The VPSA will communicate the decision to the student and coordinate the student's return to campus if necessary. After returning from a medical leave, the student will be expected to meet with appropriate Student Health Center and/or Kelly Center staff member(s) as directed. Periodic meetings with the VPSA or designee may be expected.

**EXCLUSIONS OR  
SPECIAL  
CIRCUMSTANCES:**

**RELATED**

**Policies:**

**DOCUMENTS:**           **Forms:**

**Other:**

**KEYWORDS:**           Medical leave, psychological issue, Kelly Center, Student Health

**RESPONSIBLE OFFICE:**           Office of Student Affairs

**RESPONSIBLE UNIVERSITY OFFICIAL:**           Vice President for Student Affairs

**ORIGINATION DATE:** 5/6/2016

**REVIEW CYCLE:**       3 years

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**POLICY ADDRESS:**

**LAST APPROVED ON:**           Adopted by President's Cabinet 10/23/2019

**REVIEW/CHANGE HISTORY:**           Approved by ELT 9/02/2016

**NEXT REVIEW DATE:**           10/2022