

Leave of Absence Policy

(Excerpted from the SBU Code of Conduct, Appendix P, Page 64)



A leave of absence for **medical reasons** must be issued by the Vice President for Student Affairs. Students must make their requests in writing to the Vice President for Student Affairs at or prior to the time they are requesting to take the leave, and leaves will not be granted retroactively. Medical leaves of absence will not be entertained after the official last date to withdraw from classes, as established by the University's academic calendar, with the exception of extreme emergency cases.

Medical leave is granted by the Vice President for Student Affairs upon recommendation of the University physician and/or Counseling Center personnel or other appropriate professionals (see below). Medical leave is typically granted when a student's condition makes it necessary for the student to leave campus for an extended period of treatment. A medical leave serves a student in the following ways:

1. A student is withdrawn from classes, receives a "W" on the student transcript for those courses, and while the student does not receive academic credit for the courses, the student is not penalized for the withdrawal.
2. A student living in a residence hall is granted a space for the following semester upon readmission, provided that on-campus living is not a recommended restriction.
3. Financial payments to the University are reimbursed on a prorated basis.

Students leaving the University for medical reasons will be eligible to participate in the re-admission process only after they have received necessary treatment, and upon approval of the Vice President for Student Affairs, in consultation with the Director for the Center for Student Wellness. The student may be recommended for readmission only after the University receives written reports of evaluations from qualified health care professionals, and the student participates in an interview with the Director for the Center for Student Wellness.

After these evaluations are complete and received by the University, a recommendation will be made to the Vice President for Student Affairs who will make a decision regarding the student's eligibility for readmission. The University reserves the right to require consultations between the student and relevant professionals of the University's choice. Stipulations for return to the University will be outlined at the time a request for leave is granted. Students who have withdrawn from St. Bonaventure with good standing may be readmitted when formal application for readmission is approved by the Office of Admissions. If the student has been absent for more than one full semester, a processing fee must be filed with the application.

Before a student is re-admitted, the student must furnish an updated medical history record. Any student who leaves St. Bonaventure University for medical reasons must complete the readmission process by July 15 for the fall semester and by Dec. 1 for the spring semester. The readmission process requires that a student complete the following steps:

1. Make reapplication through the Office of Admissions;
2. Submit a letter from the student to the appropriate University representative indicating why the student believes he/she is ready to return to the University;
3. Provide documentation as required by the Office of Admissions;
4. Discuss with the appropriate University representative(s) the request for admission. If readmission is approved, on-campus housing, when appropriate, will be assigned by the Housing Office.