



## **Medical Leave of Absence & Readmission Procedures**

To begin the leave of absence for medical reasons process students must make their requests in writing (via email or secure message through the Medicaat portal) to the associate dean for student & community wellbeing at or prior to the time they are requesting to take the leave.

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.

A leave of absence for medical reasons must be issued by the vice president for student affairs, upon recommendation of the associate dean for student & community wellbeing in collaboration with the university medical provider and/or Counseling Center staff or other appropriate professionals.

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 A student is withdrawn from classes, receives a "W" on the student transcript for those courses, and while the student does not receive academic credit for the courses, the student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 university residential facility at the time a leave of absence is approved will be granted a residential living space for the following semester upon readmission, provided that on-campus living is not a recommended restriction.
3. A student living in a university residential facility at the time a leave of absence is granted must remove all personal possessions and return their room key to the director of Residence Life within 48 hours of the leave being issued. Any additional time must be approved by the director of Residence Life. Students will incur room and applicable board charges until their residential space is vacated.
4. Financial payments to the university are reimbursed on a prorated basis. To understand the financial implications of a leave of absence students are encouraged to discuss their particular situation with the Student Records and

Financial Services Office at <https://www.sbu.edu/affordability/student-financial-services> or 716.375.2020

Students leaving the university for medical reasons will be eligible to participate in the reenrollment process only after they have received necessary treatment, and upon recommendation of the associate dean for student & community wellbeing, in consultation with the university medical provider and/or Counseling Center personnel, and upon final approval of the vice president for Student Affairs.

The student may be recommended for readmission only after the university receives a completed [provider information form](#) from a qualified health care professional(s) specific and relevant to initial reason for the approved leave, and the student participates in a meeting with the relevant university professionals.

Relevant university professionals may include the associate dean for student & community wellbeing, the director of Residence Life, the director of Accessibility Services & Accommodations, and/or the student's faculty advisers. The university reserves the right to require consultations between the student and relevant professionals of the university's choice.

After the completed provider information form and required student meeting is completed and assessed by the associate dean for student & community wellbeing, a recommendation will be made to the vice president for Student Affairs who will make a decision regarding the student's eligibility to seek readmission.

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 University with good standing may be reenrolled when formal application for re-enrollment is approved by the Records Office.

If the student has been absent for more than one full semester, a processing fee may be required with the application.

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

1. make reapplication through the Office of the Associate Dean for Student & Community Wellbeing;
2. submit a letter from the student to the appropriate university representative indicating why the student believes they are ready to return to the university;

3. provide documentation as required by the associate dean for student & community wellbeing/vice president for Student Affairs;
4. discuss with the appropriate university representative(s) the request for reenrollment.

If readmission is approved by the vice president for Student Affairs, on-campus housing, when appropriate, will be assigned by the Office of Residence Life.