



## **Medical Separation from the University Policy Undergraduate Day Students**

### **I. Medical Leave of Absence (LOA) based on registration, no later than the last day of the add / drop period.**

A Leave of Absence (LOA) is for students who are taking time off from their formal education, with the intent to return to SJU. Students may not take classes at another institution and transfer those credits back to SJU while they are on a LOA.

When approved, a LOA is granted for one semester and may be renewed once for a consecutive semester or a total of 2 LOAs during a student's time at SJU. To show continuity in the academic record, a comment of "Leave of Absence" will be placed on the official transcript for the term the student is on a LOA.

Students on a LOA are reported to lenders and loan service agencies as "not enrolled" and the student needs to contact lenders for information on possible repayment requirements.

### **II. Medical Withdrawal from all Classes, requires documentation submitted to the Associate Dean no later than the last day of classes**

Withdrawal from all classes is for students who are unable to complete the coursework for the current semester after the add/drop period has ended, and have the intent to return to SJU in the future.

When approved the academic transcript will show W's or WA's for the classes the student was registered for at the time of the withdrawal depending on when the form is processed.

The time stamp of the completed application will determine if a tuition refund is warranted.

After the refund schedule has expired, a tuition credit appeal process is available for students who needed a temporary separation for medical issues or a family emergency.

### **III. Medical Term Away, requires appropriate documentation submitted to the Associate Dean no later than the last day of the add/drop period and permission to take courses elsewhere forms approved by the academic departments no later than the last day of the add/drop period.**

A term away is for students who are unable to take classes at SJU during a given semester, but are able to continue their education at a different college or university, with the intent of returning to SJU the following semester or to earn their degree. Students must be in good academic, discipline, and financial standing at the time of the request, and have no holds on their account. Special exceptions may be made by the Associate Dean for students with a tuition balance who are working on a plan to pay their bill.

When approved, a term away will be good for one academic semester, and students will not need to formally withdraw from SJU in order to take courses elsewhere for transferable credit. Any classes taken outside of SJU will have to receive pre-approval prior to the last day of the add/drop period from the appropriate academic departments if students wish to transfer credits back into SJU. Unless an approved degree program provides otherwise, no more than six such courses (of the 40 required for undergraduate day students) may be credited toward the degree.

The academic transcript will reflect the transfer credits a student receives after he/she submits the final transcript from the outside institution similar to a summer course taken elsewhere.

#### **IV. During a Medical Separation from the University**

A student retains active student status and remains eligible for the following privileges:

- Retain the University requirements in place for their academic programs at the time of their first semester of enrollment
- Access to The Nest and SJU email

During a Temporary Separation from the University a student is not eligible to:

- Reside in campus housing
- Participate in campus organizations, campus activities or hold student leadership positions
- Use the Hawk Card to swipe into buildings

#### **V. Returning from a Medical Separation**

A student returning from a medical separation will have a Hold on their account. The student is required to complete the terms for return two weeks prior to the start of the respective term.

The terms for return may include, but are not limited to:

- A written plan from the student alerting SJU of their intent to return, confirming academic major at the time of return and a plan for success.
- A completed SJU Health Evaluation form signed by a treating medical professional that the student is ready for the demands of college level academic work no later than 2 weeks prior to the start of classes sent to Student Disability Services.
- Clearance from the Bursar's Office
- Clearance from the Office of International Students and Scholars
- Clearance from Community Standards and/or Transfer Registrar's Form

When a student is returning to SJU, the student should contact their advisor to discuss course planning and acquire the registration PIN for the next semester.

A Temporary Separation from the University is processed in the following locations:

##### **College of Arts & Sciences students:**

The CAS Advising Support Center  
117 Barbelin Hall  
610-660-1280  
casleave@sju.edu

##### **Haub School of Business students:**

William F. Leahy Advising Center  
150 Mandeville Hall  
610-660-3420  
hsbleave@sju.edu



# Application for a Medical Temporary Separation from the University

## Undergraduate Day Students

The Medical Temporary Separation from the University policy is posted in the Catalog, the Student Handbook, and available on the SJU website. Please indicate the type of separation you are seeking:

- Leave of Absence (LOA)
- Withdrawal from all Classes
- Term Away

Student's Name: \_\_\_\_\_ ID number: \_\_\_\_\_

Major: \_\_\_\_\_ Effective Semester: \_\_\_\_\_

SJU Email: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Personal Email: \_\_\_\_\_ Phone: \_\_\_\_\_

College:  College of Arts & Sciences  Haub School of Business

Please select the reason for the temporary separation from the University:

Medical  Family Emergency  Personal Issue  Other: \_\_\_\_\_

In the box below, provide a statement explaining the reason(s) for requesting the Medical Temporary Separation

Are you an International student on a Visa?    Yes    No

I acknowledge that the information provided is true and accurate, and I have read and understand the Medical Temporary Separation Policy and the conditions for return.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Administrative Actions:

Hold in Place:    Yes    No                      Hold Removed:    Yes    No                      Date Reviewed: \_\_\_\_\_

### Terms required at time of return:

A written plan from the student alerting SJU of their intent to return, confirming academic major at the time of return and a plan for success.

A completed Return from Medical Leave Form signed by a treating medical professional that the student is ready for the demands of college level academic work no later than 2 weeks prior to the start of classes sent to Student Disability Services.

Clearance from the Bursar's Office

Clearance from the Office for International Students and Scholars

Clearance from Community Standards

Authorizing SJU Signature: \_\_\_\_\_ Date: \_\_\_\_\_