

Date: \_\_\_\_\_

# Request for Mid-semester Medical Leave

## Personal Information

Full Student Name: \_\_\_\_\_  
(Last) (First) (M.I.)

WNE Student ID#: \_\_\_\_\_ Class Year: \_\_\_\_\_

Requesting Leave for:  Fall  Spring Year \_\_\_\_\_

Permanent/home address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Email: \_\_\_\_\_

Last day will attend class/last attended: \_\_\_\_\_ Date to move out/moved out of residence hall: \_\_\_\_\_

\*An approved medical leave will be granted based on the receipt of all necessary documentation, not on the date the student last attended class/date moved out of residence hall.

Signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_

## Mid-semester Medical Leave

### To request a medical leave:

1. Submit the completed Request for Mid-semester Medical Leave form
2. Provide an email from your WNE account or a signed letter/statement explaining why you are requesting the leave and how you will spend the time away from WNE to address the issue(s)
3. Provide supporting documentation from a treating health care provider (e.g., physician, psychologist, psychiatrist). The health care provider responsible for treatment must provide a recommendation on letterhead supporting the student's requested medical leave and their subsequent reinstatement.

A matriculated undergraduate who needs to discontinue studies during the course of a semester for medical reasons (physical and/or mental health) can request a mid-semester Medical Leave.

Students who are having medical difficulty are encouraged to contact the Dean of Students office to discuss the details of the medical leave request and to explore options to support the student's long-term success. The Dean of Students office will confer with the Academic Success Center and other University offices as needed on issues affecting the student and their studies.

A mid-semester Medical Leave does not negate the student's financial responsibility to the University. Tuition, fees, room and board charges, and financial aid will all be treated normally through the WNE Withdrawal and Refund Policy, related refund schedules and federal Return of Title IV Funds guidelines. Financial aid recipients should contact Enrollment Services as soon as possible to explore all implications of taking a Medical Leave related to their student account and financial aid. Students are also encouraged to look into possible implications on health insurance coverage.

To be eligible for a mid-semester Medical Leave, the student must have demonstrated academic engagement up to the point that extenuating circumstances affected the student's performance. The date the student submits the mid-semester Medical Leave form and supporting documentation, or otherwise notifies the University in writing of the need for a mid-semester Medical Leave, is the effective date of the leave. No academic work or participation may happen after this date; doing so moves the effective date of the Medical Leave to the date of the last academically-related activity except as noted below. Medical Leaves with effective dates after the course drop deadline will result in grades of W for all registered course work. Requests must be submitted by **December 1** for the fall semester, **May 1** for the spring semester or **July 1** for 8-week or 12-week summer semesters, except that Medical Leaves cannot be approved if a student has taken a final exam or submitted final coursework for any classes for the semester. Medical Leaves are not available for winter or 6-week summer semesters.

The Dean of Students Office, in consultation with University Health and Counseling Services staff, may include treatment expectations upon the request to return for students granted a Medical Leave. Students receiving a mid-semester Medical Leave typically must be away from the University for the semester the leave takes effect and one additional full 15-week semester. Exceptions regarding the additional full semester off will only be considered on appeal in cases where the student provides sufficient documentation attesting to the student's readiness to resume academic work.

Students must request to return from Medical Leave to the Dean of Students, and the request must include supporting documentation from a licensed health care provider who is not related to the student and who is responsible for treatment that supports the student's request for—and reinstatement from—the leave.

Students on Medical Leave are considered to be current Western New England University students, but may not be enrolled in classes during their time away. The Western New England University email address will remain active and will be the primary means of contact by the University.

### Reinstatement from Medical Leave of Absence Policy:

A student requesting to return from a medical leave must demonstrate they were in treatment for the condition(s) for which they received the medical leave throughout the duration of the leave. When ready to request reinstatement, complete:

1. Submit the Request for Reactivation Form from the Registrar and Records section of the Enrollment Services website
2. Provide an email from your WNE account or a signed letter/statement explaining how you spent the time away preparing for your return to WNE, and
3. Provide a written recommendation from the treating health care provider(s) supporting your reinstatement, including specific notation that you are ready to resume academic coursework and/or residential status (for those requesting on campus housing). Your health care provider may be contacted by a university health care provider before reinstatement is considered. It is strongly advised that the doctor recommending the student's return from the leave of absence be the same doctor who had been actively treating the student during the time of their leave. Documentation from the health care provider must be signed and on letterhead. WNE reserves the right to request a specific health care provider's opinion before considering a student's request for reinstatement. All documentation must be sent to the Dean of Students Office. The request will then be reviewed and the student will be notified of the decision in writing. The University reserves the right to place restrictions on a student's reinstatement.

Students requesting reinstatement from medical leave will not be eligible to register for classes until they are approved for reinstatement. After reinstatement is approved, students are encouraged to reach out to their academic advisor or academic dean's office for assistance with registering for classes.

### Office Use Only – Status of Request:

Date Form Received: \_\_\_\_\_ Date: \_\_\_\_\_

Student Email/Letter Received:  Yes  No Date: \_\_\_\_\_

Medical Documentation Received:  Yes  No Date: \_\_\_\_\_

Approved or  Denied Date: \_\_\_\_\_

Dean of Students Office \_\_\_\_\_

Processed & Notifications Sent Date: \_\_\_\_\_

Enrollment Services Office \_\_\_\_\_

Notes: