A. INTRODUCTION

A student with a mental health and/or physical health condition may apply for a voluntary Medical Leave of Absence from the University. This document describes the circumstances under which a student may request a Medical Leave of Absence and the procedures the student must follow.

B. POLICY STATEMENT

Students may seek a Medical Leave of Absence only for their own personal mental health and/or physical health circumstances. Students seeking a leave of absence for other reasons may apply for a Personal Leave of Absence.

Students participating in an international education program may not seek a Medical Leave of Absence for the term in which the student is participating in the international education program.
The Medical Leave of Absence program is not intended to shield a student from unsatisfactory progress or any other academic irregularity unrelated to a mental health and/or physical health condition that causes a degree of functional impairment that warrants a complete withdrawal from academic study for an academic term as provided in this policy.

Graduate students who receive an approved Medical Leave of Absence are eligible for relief for their time-to-degree requirements but remain subject to the time-to-degree requirements for any applicable accrediting body.

If a student takes courses for credit at another institution while on a Medical Leave of Absence, the student must comply with the applicable policies for receiving transfer of credit toward a degree from their School or College.

A student may receive a Medical Leave of Absence (including any retroactive requests for a Medical Leave of Absence) a total of two times during enrollment in an educational program at CU Anschutz the University. A student who has already received two Medical Leaves of Absence during enrollment in an educational program and who has a mental or physical health emergency during a subsequent term may submit a request for an additional Medical Leave of Absence.

The Assistant Vice Chancellor of Student Life or their designee, in consultation with the applicable Dean at the School or College, the Director of the Health and Wellness Center and the Director of the University's Student Health Center or their respective designees, has the discretion to determine whether to grant an additional Medical Leave of Absence.

If the University approves a Medical Leave of Absence, Student Services staff will notify relevant offices/departments that the student is withdrawing for medical reasons.

A student cannot withdraw a request for a Medical Leave of Absence after the University has approved the request.

If the student is unable due to their mental health and/or physical health condition to complete an application for a Medical Leave of Absence, at the discretion of the Assistant Vice Chancellor for Student Life or their designee, the University may accept an email from the student as notice that another individual will complete the application on behalf of the student, provided that the student has executed a FERPA release, as needed, for such individual.

If the student submits an application for a Medical Leave of Absence after the last day of the term, the student must also request a retroactive drop of all courses for that term due to medical reasons. The same requirements for adequate medical documentation apply through this process.
C. MEDICAL LEAVE OF ABSENCE

1. The student may submit an application for a Medical Leave of Absence (We will have a Maxient Form that captures and tracks this data, and pings the appropriate Deans.) for mental health and/or physical health conditions that prevent the student from functioning successfully or safely as a member of the University community.

2. Along with the application, the student must submit adequate medical documentation from the student’s treating physician, licensed mental health provider, or other licensed healthcare provider specifying a mental health and/or physical health condition that causes a degree of functional impairment that warrants a complete withdrawal from academic study and/or clinical rotations for an academic term. The student and the provider should have a shared understanding of the information being submitted to the University on the student’s behalf. The documentation must include the following, as outlined in the Treating Healthcare Provider Medical Leave of Absence Form (Another Maxient Form routed to appropriate staff):
   a. The treating physician, licensed mental health provider, or other licensed healthcare provider’s professional qualifications and licensure
   b. Date the student first consulted the provider
   c. Number of visits with the provider
   d. Professional opinion regarding the approximate date on which the symptoms first began
   e. Diagnosis of the mental health and/or physical health condition
   f. Impact of the condition on the student’s academic activities (including attending classes and completing coursework)
   g. Identification of the degree of functional impairments that warrants withdrawal from all courses for the term
   h. Treatment recommendations and estimated length of treatment plan

3. Students experiencing mental health and/or physical health conditions should promptly seek care from their treating physician, licensed mental health provider, or other licensed healthcare provider and should request a Medical Leave of Absence before the end of the 9th week of the semester. In exceptional circumstances, if the student submits adequate medical documentation of mental health and/or physical health emergency or a significant exacerbation of symptoms, students may submit an application for a Medical Leave of Absence by the last day of the term.

E. REENTRY FROM A MEDICAL LEAVE OF ABSENCE

The student must complete the following steps for the reentry process:

1. Complete the Reentry application and submit an academic and transition success plan

2. Submit medical documentation from the student’s treating physician, licensed mental health provider, or other licensed healthcare provider addressing the following criteria, as specified in the Treating Healthcare Provider Medical Reentry Form. The student
and the provider should have a shared understanding of the information being submitted to the UniversityCU Anschutz on the student’s behalf.

a. The treating physician, licensed mental health provider, or other licensed healthcare provider’s professional qualification and licensure

b. Professional opinion regarding the student’s ability to successfully perform academically with a full-time course load at the UniversityCU Anschutz with or without continued treatment

c. A treatment summary with the following specificity:

- Time span and type of treatment provided to the student during the student’s time away from the UniversityCU Anschutz
- Whether the treatment was concluded (with or without the healthcare provider’s approval) or is on-going
- Specific intensive treatment, if any, while on the Medical Leave of Absence
- Demonstrated understanding of the diagnoses and functional impairment that resulted in a Medical Leave of Absence, and clear evidence that the healthcare provider completing the medical documentation for Reentry addressed these specific issues in the treatment of the student during the Medical Leave of Absence
- If treatment is ongoing, recommended treatment plan during student’s return to full-time study
- Any continuing care needs or concerns for the student
- Any safety concerns for the student or for others in the UniversityCU Anschutz community

The Assistant Vice Chancellor for Student Life or their designee, in consultation with the applicable Dean at the School or College, the Director of the Health and Wellness Center and the Director of the University's Student Health Center, has the discretion to determine whether the student has submitted sufficient documentation to support the Reentry application.

CU Anschutz The University may establish conditions for the student in the first term after reentry based on the information provided in connection with the Reentry application. If the University approves the student’s Reentry application is approved with conditions, the student must also submit updated medical documentation consistent with the conditions or as otherwise provided in the approval of the Reentry application.

The student must submit medical documentation and any other information required by the Reentry application with sufficient time to allow for processing and priority registration. The student must also comply with all other applicable procedures for returning to the UniversityCU Anschutz the University.

If a student seeks to extend their Medical Leave of Absence beyond one year, the student should contact the staff in their specific School/College or Office of Case Management to discuss applicable procedures.
Appeals for Denial of Medical Leave of Absence or Reentry Students may appeal a decision denying a Medical Leave of Absence and/or Reentry to the Vice Chancellor for Student Affairs or their designee. The grounds for appeal are limited to the following:

- The existence of procedural errors so substantial that such errors greatly impacted the decision
- New medical documentation that was not reasonably available at the time of the initial decision.

Students who have concerns regarding a possible violation of CU Anschutz’s anti-discrimination policies should contact the University’s Office of Equal Opportunity.

Notes

1. Dates of official enactment and amendments:
   
   Adopted/Approved by XXXXXXX on Date. Updated and amended on Date.

2. History:
   
   Example. Amended on XXXXXXX to reflect a 2018 Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.

3. Initial Policy Effective Date:

   Insert Date.

4. Cross References/Appendix:

   CAP 7005, Guidelines for Assisting Students with Pregnancy and Parenting
   CAP 7007, Medical Withdrawal Policy