



## Medical Leave of Absence and Medical Reentry Policies

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.

1. The student may submit an [application for a Medical Leave of Absence](#) for mental health and/or physical health conditions that prevent the student from functioning successfully or safely as a member of the University community. The University may approve a Medical Leave of Absence if the student submits adequate 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 for an academic term.
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 for the mental health and/or physical health condition indicated in the application. 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](#):
  - 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 6th week of the quarter or 9<sup>th</sup> 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.

## Exchange of Information with Healthcare Provider

- Students must submit a completed Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliant consent form to their healthcare provider's office to authorize their healthcare provider to submit the required documentation to the University of Denver.
- The University may only release information the student submits pursuant to this policy to the student's treating healthcare provider as permitted by the Family Educational Rights and Privacy Act (FERPA).
- In connection with the application for a Medical Leave of Absence, the student may also be required to submit a FERPA release permitting the DU Campus Life and Inclusive Excellence (CLIE) staff to exchange information with the student's treating healthcare provider to address the student's ability to perform as a student for the period covering the Medical Leave of Absence application process, the duration of the approved Medical Leave of Absence, and the Medical Reentry process.

## Tuition Refund

The University will prorate any tuition and fee refunds for the portion of the term covered by the approved Medical Leave of Absence provided that the student is responsible for the tuition and fees for the remaining portion of that term. The University will calculate the amount of the refund as set forth in the applicable charts below. For other interterms and summer term, the University will determine the amount of any refunds based on the term length and course start date. The University will determine the week of withdrawal for the purpose of issuing a refund based on criteria including the student's participation in academic activities and the information provided by the student's treating physician, licensed mental health provider, or other licensed healthcare provider pursuant to this policy. A student who submits an application for a Medical Leave of Absence cannot file a Tuition Refund Appeal with the Bursar's Office for the same term for which the student requests a Medical Leave of Absence.

### Week of Withdrawal University Tuition and Fees Refund Chart for Quarter Students:

Week 1	100%	Week 6	40%
Week 2	80%	Week 7	30%
Week 3	70%	Week 8	20%
Week 4	60%	Week 9	10%
Week 5	50%	Week 10	0%

### Week of Withdrawal University Tuition and Fees Refund Chart for Students Seeking Degrees from the Sturm College of Law:

Weeks 1-2	100%	Week 8	30%
Week 3	80%	Week 9	20%
Week 4	70%	Weeks 10-12	15%
Week 5	60%	Weeks 13-14	10%
Week 6	50%	Week 15	0%
Week 7	40%		

## **Medical Leave of Absence Eligibility Requirements and Conditions**

- 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, provided that graduate students seeking a Juris Doctorate from the Sturm College of Law are subject to the time to degree requirements of the 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 the University of Denver. Undergraduate students should refer to the Office of the Registrar Undergraduate Transfer Policy. Graduate students should refer to the transfer of credit procedures in the Graduate Bulletin.
- 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 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 Associate Vice Chancellor of Campus Life & Inclusive Excellence or their designee, in consultation with the Director of the Disability Services Program and the Executive Director of the University's Health & Counseling 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, Campus Life & Inclusive Excellence 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 Associate Vice Chancellor for Campus Life and Inclusive Excellence 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 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 file a Petition for Exception to Academic Policy and provide the supporting documentation required for such petition. 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.

## **Reentry from a Medical Leave of Absence**

At least six weeks before the start of the term in which a student desires to return to the University, and as a condition of voluntarily seeking one of the following:

- Medical Leave of Absence

- Retroactive Withdrawal for Medical Reasons
- Tuition Refund for Medical Reasons

the student must demonstrate that they have spent a sustained period of time away from the University and must provide adequate medical documentation from the student's treating physician, licensed mental health provider, or other licensed healthcare provider that the student is prepared to perform successfully academically with a full-time course load.

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 University 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 University 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 University
    - 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 University community

The Associate Vice Chancellor for Campus Life & Inclusive Excellence or their designee, in consultation with the Director of the Disability Services Program and the Executive Director of the University's Health & Counseling Center or their respective designees, has the discretion to determine whether the student has submitted sufficient documentation to support the Reentry application. 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 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 University.

If a student seeks to extend their Medical Leave of Absence beyond one year, the student should contact the staff in Student Outreach & Support at [care@du.edu](mailto:care@du.edu) 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 of Campus Life and Inclusive Excellence 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 the University's anti-discrimination policies should contact the University's Office of Equal Opportunity.