

# MARYWOOD UNIVERSITY

## Policies and Procedures

### Medical Leave of Absence Policy

#### Policy Statement

##### Purpose:

Students may request a medical leave of absence (MLOA) from their academic studies if they experience health concerns which limit their ability to function successfully or safely in their role as students.

Students who must temporarily interrupt progress toward a degree due to a health condition may request an MLOA. This policy applies to all students at Marywood University.

##### MLOA Process:

A student who wishes to take an MLOA must complete the Medical Leave of Absence Request Form available on the Marywood website and meet in person, as needed and able, with the Vice President for the Student experience ("University Representative") to initiate the request for the leave. The student must provide medical documentation from the students treating and licensed:

- Medical Doctor
- Doctor of Osteopathy
- Psychologist
- Clinical Psychologist

The documentation must be in the form of a letter, drafted on the provider's letterhead with their license number and include the following:

- the diagnosis
- the date of onset
- the effect of the medical condition on the student's ability to perform academically
- the prognosis
- the treatment plan
- the expected time frame for treatment and recovery

The University Representative will send the request and supporting documentation to the Dean of the College in which the student is enrolled. The Dean or their designee will determine whether to grant the MLOA. Within five (5) business days from the receipt of the request, the Dean or their designee will approve or deny the leave by completing the appropriate section of the leave of absence form. Copies of the completed form will be sent via email to the student, the University Registrar, the Dean of the student's college, the Office of the Vice President for the Student Experience, the Office of Academic Success, and the Office of Academic Affairs.

A student may request an MLOA until the last official day of the current semester, which date is set forth in the academic calendar. If a student requests an MLOA and provides all accompanying

requirements and Marywood University approves the request, the Registrar's Office will administratively assign a grade of W to all unfinished courses. The administrative assignment of a W grade applies only to a leave that is requested and approved from the day after the last day to withdraw from classes to the final day of the semester as published in the academic calendar. The student will be ineligible to petition their faculty for an Incomplete (I) grade. It is important and necessary that a student on an MLOA contact other University offices, including Student Accounts and Financial Aid, to determine how a leave will impact their finances, including but not limited to, financial aid, and health insurance coverage(s).

International students in F-1 status should consult the University Registrar in their role as the Designated School Official (DSO) prior to requesting an MLOA to discuss their situation as it relates to the maintenance of their nonimmigrant status and to avoid the potential loss of said status.

During an MLOA, the University will determine whether restrictions, including access to campus, email account(s), or other University services and supports, are necessary during the leave. The Dean of the college or their designee will inform the student, in writing, of any such restrictions. While on an MLOA, students are not permitted to take any coursework at Marywood University or any other institution.

In cases where an MLOA is approved for a graduate-level student, the seven-year time limit for degree completion will be suspended. At the time of approval, the dean will specify the new date by which the degree must be earned. Leaves of absence can be granted for up to one year at a time. If additional time is needed, it must be requested prior to the end of the approved leave. Retroactive leave requests are not allowed and will not be considered. The maximum additional time permitted through any combination of leaves of absence within one degree is two calendar years.

#### **Returning from Leave:**

A student seeking to return to Marywood University following an MLOA must submit the Return from Medical Leave of Absence Form found on the University website. The student must provide medical documentation from the student's treating and licensed:

- Medical Doctor
- Doctor of Osteopathy
- Psychologist
- Clinical Psychologist

The documentation must be in the form of a letter, drafted on the provider's letterhead with their license number and state that the student is fit to return to Marywood University and resume their studies. This documentation must be dated within ten (10) business days of the student's request to return to Marywood.

The University Representative will forward the request and supporting documentation to the Dean of the college in which the student was enrolled. The Dean will determine whether the student can return to the university. Within five (5) business days from the receipt of the request, the Dean or their designee will approve or deny the leave by completing the appropriate section of the form. Copies of the completed form will be sent via email to the student, the University

Registrar, the Dean of the student's college, the Office of the Vice President for the Student Experience, the Office of Academic Success, and the Office of Academic Affairs.

A student who does not enroll by the end of the approved MLOA will result in the administrative withdrawal of the student from Marywood by the University Registrar.

If administratively withdrawn, it is necessary to reapply to the University through the University Admissions Office. The catalog which is current at that time will apply and previously earned academic credits will be evaluated in light of their age and applicability to the current curriculum.

**Mandatory Medical Leave:**

Marywood University reserves the right to temporarily remove a student from the University, a course, or a clinical internship, pending evaluation and, if necessary, a course of appropriate treatment. The University will determine the length of the MLOA and will require the student to undergo a clearance process prior to returning to the University. Should the University require a mandatory leave of absence, the conditions of return will be defined.

If a student disagrees with the decision to impose a mandatory medical leave, an appeal may be filed with the Chief Academic Officer within a maximum of five (5) business days (excluding University holidays) from when the decision is delivered to the student. The Chief Academic Officer or designee, may discuss the case with any participant in the process. The Chief Academic Officer or designee's decisions are final.

**Transcripts:**

A student who is approved for an MLOA (voluntary or mandatory) will be given a "W" grade in courses from which they have withdrawn. An administrative hold will be placed on the student's academic record to prevent any unauthorized reenrollment by the student.

**Definition:**

**Medical Leave of Absence (MLOA):** when a student departs Marywood University and interrupts their studies due to medical reasons but plans on returning within twelve (12) months of the effective date of the leave of absence.

**Policy History:** 2025-09-18 - The President of the University approved the establishment of this policy upon recommendation of Academic Council, which conducted a meeting and discussion by email on the proposal to establish this policy from September 10, 2025 through September 15, 2025.

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**Policies and Procedures**