MEDICAL

In accordance with the University's Mission, faculty and staff strive to maximize our students' potential to learn and grow. To that end, procedures are in place to ensure that students are offered every opportunity to achieve both in and out of the classroom. Consequently, those students who feel that physical or mental health issues are interfering with their academic success may request a meeting with the Dean of Students or designee to discuss a Medical Leave of Absence (Voluntary). In some cases, the University may require a student to take a Medical Leave of Absence (Involuntary). All information related to a Medical Leave of Absence as well as reports received shall remain confidential as required by law.

Requests to return from a Medical Leave of Absence must be made to the Office of the Dean of Students as well. In both cases, consultation may take place with medical providers and University Health or Counseling Services before a determination is made regarding the student's status. **For spring semester returns, students should submit their requests by Jan. 5; for fall semester returns, students should submit requests by Aug. 10.**

A student can take a medical leave of absence up to two (2) consecutive semesters.

During any Medical Leave of Absence, the same academic policies outlined in the Academic Catalog's Leave of Absence Policy remain in effect.

VOLUNTARY MEDICAL

The University understands that students may encounter times when physical or mental health conditions significantly interfere with their ability to function safely and successfully as a student. A Voluntary Medical Leave of Absence is intended to provide students with time for treatment and recovery.

Students on a voluntary medical leave of absence will receive a "W" on their transcript for any courses that they are taking at the time of their leave. Students may also receive tuition reimbursement for a portion of their costs, including loans, if applicable.

To request a Voluntary Medical Leave of Absence, the student must contact the Associate Dean of Students or designee. The Associate Dean of Students or designee will review the request and may seek supporting documentation of the medical condition(s) from the student's treating physician and/or other healthcare providers. Prior to approval of the Voluntary Medical Leave of Absence, the Associate Dean of Students or designee will consult with the student, as well as with University staff members, including University Health and/or Counseling Services, as necessary, to assess and determine the student's eligibility for a voluntary medical leave of absence.

Students requesting a Voluntary Medical Leave of Absence may be required to provide medical releases for access to their medical and mental health records as reasonably necessary to approve the request.

If the student's request for a Voluntary Medical Leave of Absence is approved, the student will be provided with a letter outlining the terms of the voluntary medical leave of absence, and any conditions or requirements that must be satisfied before the student will be approved to return to the University. The conditions or requirements will be determined on an individualized basis. In addition to satisfying any stated conditions or requirements, the student must also provide evidence that the student will be able to function safely and successfully, with or without reasonable accommodations, before the student will be approved to return to the University.
When the student believes that the stated conditions and requirements for return have been satisfied, and that the student can provide evidence of ability to return safely and successfully, the student should contact the

Associate Dean of Students or designee to request to return. The student must make the request to return **the week of August 10 for fall semester returns and the week of January 5 for spring semester returns.** The Associate Dean of Students or designee will consult with University staff, including University Health and/or Counseling Services, as well as the student's treating physician or other healthcare providers, as necessary, prior to making a final determination as to whether the student may return. The student will be notified in writing of the final determination.

To ensure that the student's satisfactory academic progress is not impacted, the student should consult with the Office of Financial Aid prior to requesting a voluntary medical leave of absence. Students receiving Title IV federal aid will be considered withdrawn from the University while on a leave of absence.

INVOLUNTARY MEDICAL

To ensure the safe operation of the University's services, programs and activities, the University may determine that it is necessary to place a student on an Involuntary Medical Leave of Absence.

Absent exigent circumstances concerning a potential safety threat or emergency, the University will conduct an individualized assessment of the student prior to placing the student on an Involuntary Medical Leave of Absence, giving careful consideration to the opinions and recommendations of the student's treating physician or mental health professional, if available, along with any opinions and recommendations of healthcare professionals consulted by the University. The University will also consider reports and/or information from the University's CARE Team and will encourage the student to provide any other additional information that the student believes is relevant to the determination.

The University will explain its assessment process and appeal rights to the student in detail before obtaining any information from the student's healthcare provider and/or before making any referrals or recommendations concerning the student.

The University may impose interim measures while completing the assessment. Such measures include actions to protect the health and safety of the student and community while the University completes the individualized assessment. Interim measures are not disciplinary, punitive, or permanent.

After gathering and reviewing all relevant information, the Dean of Students or designee will complete the individualized assessment. Based on the results of the individualized assessment, the University will determine whether there are reasonable modifications that can be made to University polices, practices or procedures, that would be effective to allow the student to continue to attend classes and otherwise participate in the University's educational programs safely and successfully while seeking treatment for, or recovering from, any related medical or mental health conditions.

The student will only be placed on an Involuntary Medical Leave of Absence if, after the individualized assessment, and careful review and consideration, the University concludes that:
(1) the student's continued participation in its educational programs would require modifications that would be unreasonable or would fundamentally alter the nature of those programs;
(2) the student rejects all reasonable modifications offered by the University and the student cannot meet the University's essential eligibility requirements to continue to participate in its educational programs; or
(3) even with the provision of all of the reasonable modifications offered by the University, the student cannot meet the University's essential eligibility requirements.
If the student requests specific accommodations or modifications, the process used to evaluate the request will be conducted independently from other campus processes and the student will be notified of the outcome and any appeal rights prior to placing the student on an involuntary medical leave of absence.

The University may require the student to provide medical releases for access to the student's medical and mental health records as reasonably necessary to complete the individualized assessment. Unless otherwise authorized by law, the University will explain its assessment process and appeal rights to the student in detail before obtaining any information from the student's healthcare provider and/or before making any referrals or recommendations concerning the student. The University will ensure that any assessment, discipline or other actions taken by the University are based on legitimate safety concerns and appropriate factual records and not on speculation, stereotypes, or generalizations about persons with disabilities.

If a student is placed on an Involuntary Medical Leave of Absence, the student will be advised of the appeal procedures available to challenge the University's decision.

In cases where there is concern that a student poses a threat to the health or safety of others, the individualized assessment will be based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk. The Dean of Students or designee will provide the student written notification of the outcome of the individual assessment, any modifications or accommodations related to the student, and steps to take before, during, and after any imposed condition or requirement.

If the student is placed on an Involuntary Medical Leave of Absence, the Dean of Students or their designee will meet with the student and provide a letter outlining the terms and conditions of the Involuntary Medical Leave of Absence, as well as any conditions or requirements that must be satisfied before the student will be approved to return to the University. In addition to satisfying any stated conditions or requirements, the student must also provide evidence that the student will be able to function safely and successfully, with or without reasonable accommodations, before the student will be approved to return.

When the student believes that the stated conditions and requirements for return have been satisfied and can provide evidence of ability to return safely and successfully, the student should contact the Associate Dean of Students or designee to request to return. **The student must make the request to return the week of August 10 for fall semester returns and the week of January 5 for spring semester returns.** When making the request to return, the student must provide the Associate Dean of Students or designee with proof that the student is able to function safely and successfully as a student and has satisfied all conditions and requirements necessary for return. The Associate Dean of Students will consult with University staff, including University Health and/or Counseling Services, as well as the student's treating physician or other healthcare providers, as necessary, prior to making a final determination as to whether the student may return. The student will be notified in writing of the final determination.

Appeals

If a student wishes to appeal a decision regarding voluntary or involuntary medical leaves of absence, the student may do so by submitting an appeal in writing to Ms. Laura Kcira; 401-341-2396; laura.barry@salve.edu (the "appeal officer"). The appeal must be submitted within 5 business days of the decision and must clearly states the basis for the appeal. The appeal will be reviewed in a timely manner and the decision of the appeal officer will be final.