

# Leave of Absence Policy

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|---------------------------------|--|
| <b>Applicability:</b>           | <b>All Students</b>  |
| <b>Oversight:</b>               | <b>Vice President of Student Affairs/Dean of Students Office</b> |
| <b>Effective Revision Date:</b> | <b>February 16, 2024</b>   |

Students may determine that extraordinary personal, medical, or financial circumstances necessitate a postponement of their normal academic program for at least one semester with an intention to return within two years to finish their degree. This is considered a Leave of Absence (LOA).

## General Policies and Guidelines

Students who apply for and are approved for a leave of absence are required to vacate College provided housing on the date the LOA is approved. In rare, extreme situations a student may request minimal flexibility with this deadline from the Office of the Dean of Students.

Normally, a student on a LOA may not enroll in courses for the purpose of advancing his/her academic status at Providence College or another institution.

**Providence College General Degree requirements include the following: “Undergraduate students must spend at least eight semesters in full-time attendance, unless the period is reduced by advanced standing credit from another institution as reviewed and approved by the Office of Admissions in consultation with the Office of the Provost.” A student on a leave of absence will, therefore, be required to complete the remaining semesters following their return from their leave.**

A student on a LOA may not be on campus or attend college-sponsored events during the time of the leave unless prior permission has been received by the Dean of Students Office. This includes participating in clubs, organizations, athletic activities, events, and campus employment, or using facilities or services that are afforded to current students (i.e., health or counseling services, library, recreation facilities).

## Personal Leave of Absences

A student who plans to leave the College on a temporary basis for personal reasons, such as a financial or family-related matter, must complete and submit a Leave of Absence Request Form which will be provided after contact with the Dean of Students Office. Students who take a personal leave of absence are subject to the normal refund schedule of the College which can be found on the Bursar’s website:

<https://bursar.providence.edu/undergraduate-students/expenses/>

Students who receive financial assistance are also subject to refund calculations of federal and/or institutional aid, regardless of leave status. Also, being on leave from the college for 180 days or more may have an impact on student loan repayment. A student who is requesting a LOA and receives any type of financial assistance is strongly encouraged to consult with the Office of Financial Aid, as needed.

To return from a LOA, a student should indicate intent to return via written notification to deanofstudents@providence.edu by:

| Final deadline:                              | Fall Semester          | Spring Semester          | Summer Session |
|--|------------------------|--------------------------|----------------|
| To return                                    | August 1 <sup>st</sup> | December 1 <sup>st</sup> | May 1st        |
| To participate in normal course registration | April 1 <sup>st</sup>  | November 1 <sup>st</sup> | April 1st      |
| To participate in housing selection          | March 1 <sup>st</sup>  | n/a                      | n/a            |

If a student misses the housing and course selection deadlines, housing and course options will be limited – especially for certain high-demand majors – and the student’s time to graduation could be delayed. **Students requesting to return from LOA will only be eligible to register for classes once they are officially approved for reinstatement.** After reinstatement is approved, the student will receive information about how to register for classes. Students who would like to live on-campus upon their return from leave must request housing by emailing the office of residence life directly at [reslife@providence.edu](mailto:reslife@providence.edu). Students do not need to wait for approval of their reinstatement to request housing; however, housing will only be assigned **after** a student is granted reinstatement and is enrolled as a full-time student.

A student’s financial account must be up to date upon return from leave. Students are encouraged to contact the Bursar’s Office with questions. Students will be unable to register for classes or secure housing if there is a financial hold on their accounts. All holds, of any nature, must be lifted prior to registration and housing assignment.

Furthermore, any student planning to return from a leave of absence must make sure that they complete all aid application materials by the published deadline date for returning students. It is important for students to meet this deadline prior to being granted reinstatement. All application requirements and financial aid deadlines are noted on the Office of Financial Aid Webpage <https://financial-aid.providence.edu/>.

## Medical Leave of Absences

An undergraduate or graduate student may experience physical or psychological conditions that significantly impair the student’s ability to function successfully or safely as a member of the College community. A voluntary medical leave of absence (MLOA) is **intended only for students who have decided to take time away from the College for treatment and recovery of serious medical or psychological conditions.** These situations may involve hospitalizations, intensive treatment, or other similar conditions or events that can help restore functioning to a level that will enable the student to return to the College successfully and safely.

A MLOA requires a student to withdraw from classes for a period of at least one semester but no more than four consecutive semesters (two years). MLOAs do not apply for short-term, medically related absences within a semester. Also, MLOAs are not retroactive.

Normally, a student on a LOA may not enroll in courses for the purpose of advancing his/her academic status at Providence College or another institution. In the event of a MLOA only, and when the treatment provider(s) makes the recommendation, a student may request permission to enroll in specific courses at another institution; permission must be received prior to enrollment or credits will not be transferable.

## Finances of a Medical Leave of Absence

A student who is granted a medical leave of absence may be eligible for a financial credit; such credit usually will be applied to the student's account upon his/her return to the College.

| Charge Type     | Credit Policy  |
|-----------------|--|
| Tuition charges | 100% credit  |
| Room charge     | Credits are based on a daily rate according to the effective date of the leave |
| Board charge    | Credits are based on a daily rate according to the effective date of the leave |

Students are typically not eligible for tuition credit after the first medical leave of absence. However, requests made following the initial medical leave of absence will be carefully reviewed on a case-by-case basis.

Students who receive financial assistance are also subject to refund calculations of federal and/or institutional aid, regardless of leave status. Also, being on leave from the college for 180 days or more may have an impact on student loan repayment. A student who is requesting a MLOA and receives any type of financial assistance is strongly encouraged to consult with the Office of Financial Aid, as needed.

## MLOA Application Process

Students should contact the Dean of Students Office to determine eligibility and, if applicable, to request a medical leave of absence. To apply, a student must:

**STEP 1** – Meet or speak with a member of the Dean of Students Office.

**STEP 2** – Complete the Medical Leave of Absence Request Form which will be provided after contacting the Dean of Students Office.

**STEP 3** – Provide from a licensed health care provider any relevant medical records, facts, opinions, and recommendations pertaining to the request.

**STEP 4** – Sign release forms allowing the Student Health Center and/or the Personal Counseling Center to communicate with the student's treatment provider(s) and the Dean of Students Office as necessary.

## Returning From MLOA

The process governing readmission addresses our need to be confident, in consultation with the student and the treatment provider(s), that the student will be safe in the unsupervised student environment at the College, the student's health will allow him/her to work autonomously and up to potential without disruption or undue strain on others in the College community, and the student can adequately monitor her/his own health. The process also provides a review of the ongoing support which a student may need (e.g., medications, accommodations, and/or continued psychotherapy appointments, and/or continued medical appointments).

## MLOA Return Process

- STEP 1** – Notify the Dean of Students Office by email ([deanofstudents@providence.edu](mailto:deanofstudents@providence.edu)) of your intent to return.
- STEP 2** - Complete and submit the Return from MLOA Questionnaire to the Dean of Students Office. This questionnaire will be provided to you after you declare your intent to return.
- STEP 3** – Submit appropriate supporting medical documentation to the Dean of Students Office, as required. See below for documentation guidelines.

- **STEP 4** – Satisfy additional conditions, if any, communicated to the student by the College at the time that the medical leave was granted.

**Requirements for Documentation of Treatment During a Medical Leave of Absence**

When the student is ready to return to the College, s/he will need to arrange for his/her treatment provider(s) to submit a written report to the Director of the Student Health and/or the Director of the Personal Counseling Center, as appropriate.

All treatment providers must be licensed in the state in which the student is receiving treatment. Most state health departments have an online verification site where a provider’s license can be verified. ***We recommend students verify a provider’s license before beginning treatment.***

The report submitted by the treatment provider(s) must be comprehensive. Telephone calls and brief letters simply indicating that the student has received treatment will not be satisfactory and will delay the return process. At the appropriate time (preferably at the beginning of a medical leave of absence), the student should share the following guidelines with the health professional(s). ***If a student is receiving treatment from more than one provider, reports from all providers are required.***

**Guidelines for a report to substantiate your readiness to return to the College:**

1. Diagnosis of problem related to the need for a medical leave of absence
2. Summary of the type of treatment received, medications prescribed, etc.
3. Response to and compliance with treatment, including description of resolution of the difficulties that led to the leave of absence, length of period of remission or stability, etc.
4. The student’s attainment of treatment goals and his/her readiness to return to the academic and social demands of Providence College.
5. Whether medication has been part of the treatment plan or not, and indication of the purpose, dosage, and anticipated duration of this medication.
6. Plans for follow-up care, including recommendations for continuing medical treatment.

The report will be reviewed by the Director of Student Health and/or the Director of the Personal Counseling Center who may seek further clarification from a student or treatment provider. When the documentation is reviewed by the Director, recommendation(s) will be made to the Dean of Students Office. A final decision will be made and communicated in a timely manner. The College reserves the right to place restrictions on a student’s reinstatement.

Once the review is complete, most students will receive an email notification indicating whether they have been readmitted. In a small number of cases where there is uncertainty about any of the readmission criteria, a follow-up interview may be required.

**MLOA Reinstatement Deadlines**

**All four steps above** must be completed by the following deadlines:

| <b>Final deadline:</b>                       | <b>Fall Semester</b>  | <b>Spring Semester</b>   | <b>Summer Session</b> |
|--|-----------------------|--------------------------|-----------------------|
| To return                                    | July 1 <sup>st</sup>  | December 1 <sup>st</sup> | May 1st               |
| To participate in normal course registration | March 1 <sup>st</sup> | October 1 <sup>st</sup>  | April 1st             |
| To participate in housing selection          | March 1 <sup>st</sup> | n/a                      | n/a                   |

If a student misses the housing and course selection deadlines, housing and course options will be limited – especially for certain high-demand majors – and the student’s time to graduation could be delayed. **Students requesting to return from MLOA will only be eligible to register for classes once they are officially approved for reinstatement.** After reinstatement is approved, the student will receive information about how to register for classes. Students who would like to live on-campus upon their return from medical leave must request housing by emailing the office of residence life directly at [reslife@providence.edu](mailto:reslife@providence.edu). Students do not need to wait for approval of their reinstatement to request housing; however, housing will only be assigned **after** a student is granted reinstatement and is enrolled as a full-time student.

Students who would like to request relief from the above deadlines in certain circumstances may do so by emailing the Dean of Students Office at [deanofstudents@providence.edu](mailto:deanofstudents@providence.edu). These requests will be considered on a case-by-case basis.

A student’s financial account must be up to date upon return from leave. Students are encouraged to contact the Bursar’s Office with questions. Students will be unable to register for classes or secure housing if there is a financial hold on their accounts. All holds, of any nature, must be lifted prior to registration and housing assignment.

Furthermore, any student planning to return from a leave of absence must make sure that they complete all aid application materials by the published deadline date for returning students. It is important for students to meet this deadline prior to being granted reinstatement. All application requirements and financial aid deadlines are noted on the Office of Financial Aid Webpage <https://financial-aid.providence.edu/>.

## Helpful Contact Information

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|---|--|---|
| <b>Dean of Students Office</b><br>P: 401-865-1782<br><a href="mailto:deanofstudents@providence.edu">deanofstudents@providence.edu</a> | <b>Office of Financial Aid</b><br>P: 401-865-2286<br><a href="mailto:finaid@providence.edu">finaid@providence.edu</a>    | <b>Student Success Center - Academic Advising</b><br>P: 401-865-2495<br><a href="mailto:advising@providence.edu">advising@providence.edu</a>                  |
| <b>Office of the Bursar</b><br>P: 401-865-2284<br><a href="mailto:bursar@providence.edu">bursar@providence.edu</a>                    | <b>Office of Residence Life</b><br>P: 401-865-2392<br><a href="mailto:reslife@providence.edu">reslife@providence.edu</a> | <b>Student Success Center - Accessibility Services</b><br>P: 401-865-2494<br><a href="mailto:accommodations@providence.edu">accommodations@providence.edu</a> |