
MEDICAL LEAVE PACKET

[INSTRUCTIONS]

1) NOTIFICATION OF DEPARTURE FROM CAMPUS FORM

Complete the top portion.

Sign your name on the Student line.

Unless this is an emergency medical leave, please collect the following signatures:

- Accounting Office (Doane 103)
- Financial Aid (Beth Eden 3rd floor)
- Dean of First Year Students, if you are a first year student (Higley 119)
- Dean of Students (Doane 101E)

2) MEDICAL LEAVE OF ABSENCE QUESTIONNAIRE AND AGREEMENT

Please complete the Medical Leave of Absence Questionnaire. Read the Medical Leave Agreement carefully, provide the information requested, and sign the agreement. The copy of this form you receive by mail will serve as written confirmation of your leave.

3) LETTER FROM YOUR HEALTHCARE PROFESSIONAL

In order for your leave to be granted, a healthcare professional must send a letter documenting the need for a medical leave. This letter can come from Denison Health & Counseling Services or the treating physician or therapist. If the letter comes from a treating physician/therapist, Denison's Counseling Center might seek additional information. Please note: This letter must be received within two weeks of leaving campus or the student's leave of absence might be classified as a withdrawal.

THE THREE DOCUMENTS LISTED ABOVE MUST BE COMPLETED AND RETURNED TO THE DEAN OF STUDENTS OFFICE (DOANE 101E) BEFORE YOUR MEDICAL LEAVE CAN BE REVIEWED.

ALSO INCLUDED IN THIS PACKET:

- Guidelines for Returning from a Medical Leave of Absence ("MLOA")
- Medical Leave of Absence Application for Returning to Denison University
- Mental Health and Medical Assessment Forms, to be submitted when you apply to return to Denison
- Financial Implications

TO APPLY TO RETURN FROM MEDICAL LEAVE, YOU MUST COMPLETE AND SUBMIT:

- The Medical Leave of Absence Application for Return to Denison University
- Letter of application to return (Please see Medical Leave of Absence Agreement)

Please address the above documents to:

Dean of Students Phone: 740-587-6271
 Doane 101 E Fax: 740-587-6319
 Denison University
 100 South Rd.
 Granville, OH 43023

LIKewise, YOUR HEALTHCARE PROFESSIONAL MUST COMPLETE AND SUBMIT:

- The appropriate Mental Health/Medical Assessment (enclosed)

Please address the above assessment to:

Director of Health & Counseling Services Phone: 740-587-6271
 Whisler Hall Fax: 740-587-6319
 Denison University
 100 South Rd.
 Granville, OH 43023

NOTIFICATION OF DEPARTURE FROM CAMPUS

(PLEASE PRINT)

LAST NAME	FIRST NAME	DENISON ID #
CLASS (PLEASE CIRCLE) FR SO JR SR FIFTH YEAR		CAMPUS ADDRESS
HOME STREET ADDRESS		CITY, STATE, ZIP
HOME #	CELL #	SLAYTER BOX #
STREET ADDRESS FOR LEAVE (IF DIFFERENT)	USABLE DATES	CITY, STATE, ZIP
MAJOR	FACULTY ADVISOR	

APPROVAL SIGNATURES

DATE

STUDENT	
DEAN OF STUDENTS (OR PROXY)	
DEAN OF FIRST YEAR STUDENTS (IF YOU ARE A FIRST YEAR STUDENT)	
ACCOUNTING OFFICE	
FINANCIAL AID	
<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Institutional <input type="checkbox"/> No Aid	

OFFICE USE ONLY

LAST DAY OCCUPYING RESIDENCE HALL	Last Use of Meal Plan
LAST DAY OF ENROLLMENT	LAST DAY ON CAMPUS
STUDENT ANTICIPATED TO RETURN	
FALL _____	SPRING _____
DEAN OF STUDENTS	CODE: _____
	DATE

- CC: ADVISOR FIRST YEAR DEAN (IF FY STUDENT) DEAN OF STUDENTS FINANCIAL AID REGISTRAR
 CAMPUS & RES LIFE ACADEMIC SUPPORT & ENRICHMENT ACCOUNTING COUNSELING SERVICES
 COACH OR OTHER CONTACT

MEDICAL LEAVE OF ABSENCE QUESTIONNAIRE

We encourage you to write a brief statement that explains why you are seeking a medical leave to help us understand your reasons for leaving, and to provide other information you would like us to know.

1. **What are your reasons for taking a medical leave?**

2. **What are your plans for your time away?**

MEDICAL LEAVE AGREEMENT

I. Terms and Restrictions of a Medical Leave of Absence

- A. **MEDICAL LEAVES:** Students may apply for a medical leave of absence from Denison when such a leave is necessitated by the student's medical or psychological condition which renders him/her unable to fulfill his/her academic responsibilities. Ordinarily, such a leave is taken for one or two semesters. In order to be eligible for a medical leave, the student must submit a medical leave application and provide documentation from his or her treating **healthcare professional** within two weeks after the date of approval to the Dean of Students, Laurie Neff, stating the reason for the leave and the expected duration of the leave. If such documentation is not available at the time of the student's departure from campus, the documentation must be provided as part of the return report. The need and justification for the student's request for a medical leave will be required to be evaluated by the director of Denison University's Health Services before the student can be cleared to return as an active student.
- B. **COMPLETION OF COURSEWORK:** If a medical leave is taken before the end of the 4th week of classes, there will be no record of enrollment on the student's transcript. If a medical leave is taken between the start of the 5th and the end of the 7th week of classes, the student will be withdrawn from all courses and W's will be recorded on his or her transcript. If a medical leave is taken after the 7th week of the semester, faculty will be contacted to assess the student's academic performance at the time of departure and the transcript will reflect a "WP" (withdrawal passing) or "WF" (withdrawal failing). Typically, WF grades are not calculated into the grade point average, but can be at the discretion of the Registrar's Advisory Board.
- C. **FINANCIAL IMPLICATIONS:** Students on an approved Medical Leave of Absence will have their enrollment deposit held for up to two semesters. If a student does not return from an approved MLOA within two semesters, the MLOA reverts to a Withdrawal and the enrollment deposit is forfeited.

Students on an approved MLOA will be regarded as withdrawn for the purposes of computing refund or forfeiture of charges. Students taking an MLOA on or prior to the first day of classes will have their charges refunded to their account at 100%. Starting with the second day of classes, charges are prorated according to the published refund schedule. In the event of an approved MLOA, the medical withdrawal schedule will apply. The refund schedule can be found in the Handbook (see "Refund or Forfeiture of Charges") under the Financial Regulations section at <http://www.denison.edu/offices/studentaffairs/handbook/ar03s02.html>, or in the Catalog (see "Refund or Forfeiture of Tuition, Activity Fee, Student Health Fee and Room and Board") under the Annual Costs section at <http://www.denison.edu/academics/catalog/annualcosts.html>.

The official withdrawal date determines the refund percentage of the tuition, activity fee, and health center fee. Fees for applied music lessons or other course fees are not refunded after the fourth week of classes. The official date the student (and personal possessions) vacates University premises upon withdrawal determines the refund percentage of the room. Board is charged a daily rate through the date the student vacates University premises and discontinues use of University facilities and services upon withdrawal. **The Dean of Students will determine these dates.**

II. Returning From a Medical Leave, or Extending a Medical Leave

- A. **DEADLINES:** When a student on medical leave is able to return and live independently at Denison, he or she must submit an application and supporting materials.
1. Deadline for receipt of application and supporting documentation to return for enrollment for (1) the fall semester is **August 1** and (2) the spring semester is **December 1**.

(continued on next page)

MEDICAL LEAVE AGREEMENT (CONT'D)

2. Students who are approved to return from a Medical Leave of Absence receive their housing assignment once the approval to return is granted. Please check your housing status with the Office of Campus & Residential Life, 740-587-6271.
 3. In addition to documentation requirements and review processes, the student's account must be in good standing, and the \$300 enrollment deposit must be paid. This will reactivate the file and allow financial aid papers to be filed and the assignments process to occur.
- B. THE APPLICATION TO RETURN:** Your application must include the following items:
1. A form or letter in which the student reviews the circumstances that led to the medical leave of absence; the activities and pursuits the student engaged in during the leave; the progress in recovery that indicates that the student is ready to return to living independently at Denison; and the specific new behaviors and actions that might ameliorate the conditions that led to the medical leave of absence.
 2. A completed Medical Leave of Absence Application to Return to Denison.
 3. Documentation from the student's treating healthcare professional confirming that he or she is able to return and perform the essential activities expected of Denison students
- C. ADDITIONAL MATERIALS:** If there are additional materials that a student thinks would be helpful in considering his or her application to return, those materials should be submitted as well. The Return From Medical Leave Committee will review the letter(s) and documentation submitted. After all offices have cleared the student for return, the application for return will be processed and the Registrar's office will notify the other offices of the student's reinstatement and will provide notification to the student of his or her clearance for return to Denison.
- D. EXTENSION:** A student on an approved medical leave may request that the leave be extended by submitting a written request to the Dean of Students Office, along with documentation from the student's treating healthcare professional stating the need for an extension of the leave and the expected duration of the extension.
- E. WITHDRAWAL:** If a student does not follow the procedure for reinstatement at the end of a medical leave and does not request an extension or additional leave, the student will be withdrawn from Denison University, effective the last day of approved leave. If this occurs, the College will provide notification to the student of the change in status and the procedure for seeking readmission.

 Student's Signature

Date

 Laurie Neff, Dean of Students

Date

 Marilyn Andrew, Director of International Student Services
 (for International Students)

Date

GUIDELINES FOR RETURNING FROM A MEDICAL LEAVE

Students on medical leave of absence must follow the procedure for application to return outlined in the Medical Leave Agreement. Please address all questions to the Dean of Students Office.

If a student on a medical leave does not return, request an extension, or request voluntary withdrawal before the enrollment period, the student will be withdrawn by the Registrar's Office.

If a student on a medical leave is withdrawn or requests a voluntary withdrawal, the student may apply to return but must follow the procedure for returning from a medical leave outlined in the medical leave agreement.

STUDENTS WHO ARE ON A MEDICAL LEAVE MUST COMPLETE AN APPLICATION FOR RETURN (P. 8).

FILING DEADLINES: Students are encouraged to file an application to return as soon as they know when they wish to return.

APPLICATION DEADLINE TO RETURN FOR FALL SEMESTER	APPLICATION DEADLINE TO RETURN FOR SPRING SEMESTER
<i>AUGUST 1st</i>	<i>DECEMBER 1st</i>

ALL OUTSTANDING BILLS MUST BE PAID PRIOR TO RETURNING TO CAMPUS.

In order to return to Denison from a leave status, a student must complete the application to return and submit it to the Office of Campus & Residential Life, their account must be in good standing, and the \$300 enrollment deposit must be paid. If approved to return, their file will be reactivated, financial aid papers can be filed, and the assignments process can occur.

Housing and dining forms and registration materials will not be sent until a student has been approved to return. Students must be cleared by the above deadline in order to enroll.

OTHER QUESTIONS MAY BE ADDRESSED TO THE OFFICES OF:

The Dean of Students	(740) 587-6271
The Registrar	(740) 587-6296
Financial Aid	(740) 587-6279
Cashier	(740) 587-6798
Campus & Residential Life	(740) 587-6271
First Year Programs	(740) 587-6224
Academic Support & Enrichment	(740) 587-6666
Health & Counseling Services	(740) 587-6647

GUIDELINES FOR RETURNING FROM A MEDICAL LEAVE (*CONT'D*)

- I. Denison University has the following expectations of students returning from a medical leave of absence:
 - A. The student will demonstrate an understanding and awareness of the events and conditions which led to the leave and will take personal responsibility to try to prevent those events and conditions from receiving and interfering with the student's duties as a member of the Denison community.
 - B. The student will be able to pursue individual academic and social goals without detracting from the welfare of other students. Denison University will provide reasonable accommodations where necessary to help students achieve these goals.

- II. In determining whether a student will be able to meet these expectations if return from leave is approved, the College will consider a number of factors, including the following:
 - A. Information provided by the student and the student's healthcare professional, and any other documentation submitted regarding the student's ability to return;
 - B. Assessment of the appropriateness of the student's academic and social plan in consultation with the Dean involved in the decision regarding the student's return to Denison;
 - C. An assessment of other factors where relevant, such as the student's support system and network, the activities in which the student participated during the leave, and the student's history with Denison University.

These factors will be evaluated by the Director of Denison's Health & Counseling Services and/or the Return From Medical Leave Committee when the application for return is submitted. When a student is approved for a medical leave of absence, he or she will receive a copy of these Guidelines and will be responsible for complying with them.

- III. Behavior Contract
 - A. If the circumstances preceding a leave suggest to the University that such a step is necessary, a student may be required to sign a behavior contract prior to being accepted for return, in which the student will acknowledge that certain behavior is prohibited and can lead to withdrawal if it should occur.

- IV. Final Clearance
 - A. The Dean of Students will issue final clearance to the Registrar for the reinstatement of a student only after all of the appropriate College offices have cleared the student for re-entry. The student will be informed by the Registrar's office when this process is complete.

- V. Please note that this procedure involves a number of individuals and offices and that it may require several weeks from receipt of materials to reach a decision on approval to return.

MENTAL HEALTH ASSESSMENT FORM

Dear Mental Health Provider:

The person requesting that you complete this form has applied to return to Denison University after taking a medical leave. Since college and residential living are very stressful, we would like to ensure that this student, with appropriate support, is prepared for the challenges of college life. This documentation will be reviewed by the Director of Health & Counseling Services and should reflect the student's mental health status prior to returning to the university. You may complete this mental health assessment form *or* submit a letter that addresses all the areas listed on this form.

IDENTIFYING INFORMATION:

Provider's Name:	Degree:
Telephone:	Address:
Date:	

TREATMENT:

Client's Name:	Treatment Start and Termination Dates:
Total Number of Contacts:	

Client's Diagnosis:

Mode of Treatment:

Medications/Dosage:

- Do you recommend that this client remain on medication? ___ Yes ___ No
- Can this student independently follow his/her medication regimen? ___ Yes ___ No

Are there current behavioral, social or functional impairments of which the university should be aware?

Is the client currently psychologically capable of pursuing academic and social goals within a demanding college environment?

FOLLOW-UP PLANS:

What continued treatment is recommended?

How did the condition(s) prevent the student from completing academic work at Denison University?

How has this condition been ameliorated so that this situation is less likely to occur again?

How long has the improved condition been stably maintained?

Would you recommend that the student return to Denison even if he/she decides not to follow up with treatment?

Signature: _____

Date: _____

Return to:
Director of Health & Counseling Services
Whisler Hall
Denison University
100 South Rd.
Granville, OH 43023
Phone: 740-587-6647
Fax: 740-587-6319

**Please return this form by AUGUST 1st for anticipated FALL semester enrollment
and DECEMBER 1st for anticipated SPRING semester enrollment**

MEDICAL ASSESSMENT FORM

Dear Health Provider:

The person requesting that you complete this form has applied to return to Denison University after taking a medical leave. Since college and residential living are very stressful, we would like to ensure that this student, with appropriate support, is prepared for the challenges of college life. This documentation will be reviewed by the Director of Health & Counseling Services and should reflect the student's health status prior to returning to the university. You may complete this medical assessment form *or* submit a letter that addresses all the areas listed on this form.

IDENTIFYING INFORMATION:

Provider's Name:	Degree:
Telephone:	Address:
Date:	

TREATMENT:

Client's Name:	Dates Seen:
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Client's Diagnosis:

Laboratory/Imaging Results:

Course of Treatment:

Present Treatment/Medications:

Do you recommend that this client remain on medication? ___ Yes ___ No

Can this student independently follow his/her medication regimen? ___ Yes ___ No

FOLLOW-UP PLANS:

What continued treatment is recommended?

How did the condition(s) prevent the student from completing academic work at Denison University?

How has this condition been ameliorated so that this situation is less likely to occur again?

How long has the improved condition been stably maintained?

Would you recommend that the student return to Denison even if he/she decides not to follow up with treatment?

Signature: _____

Date: _____

Return to:
Director of Health & Counseling Services
Whisler Hall
Denison University
100 South Rd.
Granville, OH 43023
Phone: 740-587-6647
Fax: 740-587-6319

**Please return this form by AUGUST 1st for anticipated FALL semester enrollment
and DECEMBER 1st for anticipated SPRING semester enrollment**

FINANCIAL AID IMPLICATIONS FOR STUDENTS TAKING A MEDICAL LEAVE OF ABSENCE

- a. Enrollment Deposit Information
 - i. Students on an approved Medical Leave of Absence will have their enrollment deposit held for up to two semesters. If a student does not return from an approved MLOA within two semesters, the MLOA reverts to a Withdrawal and the enrollment deposit is forfeited.
- b. Tuition and Fee Refund/Forfeiture Information
 - i. Students on an approved MLOA will be regarded as withdrawn for the purposes of computing refund or forfeiture of charges. Students taking an MLOA on or prior to the first day of classes will have their charges refunded to their account at 100%. Starting with the second day of classes, charges are prorated according to the published refund schedule. In the event of an approved MLOA, the medical withdrawal schedule will apply. The refund schedule can be found on the chart below.
 - ii. The official withdrawal date determines the refund percentage of the tuition, activity fee, and health center fee. Fees for applied music lessons or other course fees are not refunded after the fourth week of classes.
 - iii. The official date the student (and personal possessions) vacates University premises upon withdrawal determines the refund percentage of the room.
 - iv. Board is charged a daily rate through the date the student vacates University premises and discontinues use of University facilities and services upon withdrawal. **The Dean of Students will determine these dates.**
- c. Students who are granted a medical leave by the Office of Student Affairs will be eligible for a ninth semester of financial aid. This financial aid package will be adjusted from the norm based on the federally mandated loan proration, if applicable.
- d. For students who receive a medical leave of absence and have federal need based aid, their aid eligibility is treated as though they have withdrawn from the university. Their withdrawal status is reported to the Direct Loan servicer and they may enter the grace period of their federal loan repayment.

Refund Schedule of Tuition, Activity Fee, Student Health Fee and Room and Board

	Normal Withdrawal	Medical Withdrawal
1st Day of Class	100%	100%
1st Week	90%	90%
2nd Week	90%	90%
3rd Week	50%	70%
4th Week	50%	60%
5th Week	25%	50%
6th Week	25%	40%
7th Week	25%	30%
8th Week	25%	25%
9th Week	0	10%
10th Week and after	0	0