



# Medical Leave of Absence

A medical leave of absence is an official period of time during which a matriculating student is not currently enrolled in order to allow for time for treatment and recovery of a documented medical issue. A student may request that a medical leave of absence start during a semester in which a student is currently enrolled, or start with the next semester on the academic calendar. In the event that a student starts a medical leave of absence during a semester, all courses on the student's transcript for that term will be assigned grades of "W" to indicate a withdrawal from those courses if the leave begins after the drop period. The transcript will also indicate "Leave of Absence" for the term in which the grades of "W" appear. A medical leave of absence may be requested for up to two years, including a semester during which a student is enrolled in courses. To request an extension of an approved medical leave of absence, students submit the "Leave of Absence - Medical Extension" form to the Office of the Registrar, and supporting medical documentation to the Health Services Office prior to the termination date of the approved medical leave. For a Medical Leave of Absence to be official, this completed form should be submitted to the Registrar's Office with the medical documentation.

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_ Major: \_\_\_\_\_

Date that Leave will begin: \_\_\_\_\_ OR Semester that Leave will begin: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street

City State Zip

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Non-Keystone email: \_\_\_\_\_

Reason for Medical Leave: \_\_\_\_\_

When a student is ready to return to Keystone after a medical leave of absence, he/she must notify the Office of Admissions in writing by June 1 (for fall return), March 1 (for Summer), or October 15 (for spring return). Students requesting readmission after a medical leave of absence must also provide to the Health Services Office evidence that the condition which precipitated the medical leave of absence has been treated or ameliorated and will no longer adversely affect the student's ability to participate as a student at the College. Compliance with the treatment expectations is primary in the College's decision to approve the return of the student to Keystone.

Graduation requirements in effect for students at the time their approved leave begins will remain in effect when they return from their leave under the following conditions:

- (1) They are in good academic and social standing at the College and have consulted with their academic adviser or program coordinator when their leave begins.
- (2) Their leave is limited to one year but may be renewed for up to one additional year with the approval of the Registrar.
- (3) They maintain current contact information with the Registrar's Office throughout the time of the leave.
- (4) They understand that this policy does not bind the College to offer their curricula or major programs, which may have been discontinued or substantially altered during their leave of absence.

A student who is on a medical leave of absence will be considered by any loan lender to be not enrolled in school and will receive notices regarding repayment on any loans. Further, students who begin a leave during a semester should consult the refund policy and discuss their financial obligations with the Student Business Services Office

A student who does not enroll by the end of the medical leave of absence is considered to have voluntarily withdrawn from the College. In that case, formal request for readmission must be submitted to the Office of Admissions.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY

Date Received	Initials	Date Leave Begins	Date of Medical Leave Termination
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Registrar's Office ■ One College Green ■ P.O. Box 50 ■ La Plume, PA 18440-0200 ■ (570) 945-8224 ■ registrar@keystone.edu

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