



Medical Leave of Absence Protocol

Students may experience medical and/or psychological conditions as well as problems around substance misuse that significantly impact their ability to complete their academic pursuits. During such circumstances, a medical withdrawal or leave of absence from the University provides the student an opportunity to remain a matriculated student while also allowing time away for appropriate treatment and recovery.

A withdrawal or leave from the University for medical reasons requires the approval of the appropriate Dean's office. Grades of W are assigned when a student completes a medical withdrawal after the last day to drop without record.

Requesting a Medical Withdrawal or Leave

- A. Any student who wishes to request a complete medical withdrawal from classes or leave of absence from the University should begin by reaching out to Academic Advising or Case Management & Victim Support Services (CMVSS).
 - For students enrolled in **Newcomb Tulane College** or the **School of Professional Advancement**, you can complete this process with your Academic Advisor or Case Manager. You can schedule with your academic advisor online at [Academic Advising](#) or by phone at (504) 865-5798. You can schedule with a Case Manager by emailing srss@tulane.edu or calling (504) 314-2160. You may also be seen as a walk-in. The CMVSS office is located in Suite G02 of the Lavin-Bernick Center (LBC).
 - For Graduate and Professional students, you can complete this process with a Case Manager by emailing srss@tulane.edu or calling (504) 314-2160. You may also be seen as a walk-in. The CMVSS office is located in Suite G02 of the Lavin-Bernick Center (LBC).
- B. At this meeting, the University official will discuss the medical withdrawal or leave process with the student. At the end of this meeting, the student should attest to the following:
 - I understand the academic repercussions for taking a medical withdrawal or leave.
 - I know that if I am receiving financial aid or a scholarship, I will need to connect with the appropriate financial aid counselor.
 - I know that if I reside on-campus, I will need to complete a Housing Agreement Release Request and plan to check out of my room within 48 hours.
 - I understand that I am responsible for getting the appropriate treatment while I am on leave, and that my readmission will be contingent on this treatment.
 - I understand that there is a process for readmission, which begins with the Assistant Dean of Student's office.
 - I understand that typically a medical withdrawal will result in a stop out for at least one full semester, and that I must adhere to the deadlines for readmissions.
- C. If appropriate, the University official will complete the withdrawal or leave paperwork with the student as well as submit a referral to the Health Center for Student Care for evaluation for course load reduction.
- D. Based on a review by the clinician at the Health Center for Student Care, a recommendation will be made by the clinician to the Dean's office and the referral source.
- E. If the evaluation supports a medical leave, the Dean's office will place a Dean's Registration hold on the student's account that will prevent the student from being re-admitted or re-enrolled without properly petitioning to return as outlined in the [Return from Medical Leave protocol](#). If the student is already registered for the upcoming semester, the Dean's office may administratively drop the student's complete course schedule.

Treatment Expectations

- A. While on a medical leave, the student is expected to receive adequate, ongoing treatment from an illness-specific, properly credentialed treatment program or clinician(s).
- B. The student must allow for the appropriate time to complete the treatment that is recommended or that the condition that precipitated the need for a withdrawal has been successfully treated such that the condition no longer adversely affects the student's ability to successfully or safely function in the university environment.
- C. Clinical documentation of this treatment will be submitted to medreturn@tulane.edu when the student petitions to return to the University. The student must also give consent for the treating clinician(s) to discuss their treatment with a member of the Health Center for Student Care.
- D. If at any point the student has questions about treatment expectations or any part of the petition to return process, they may email medreturn@tulane.edu or call CMVSS at (504) 314-2160.

Returning to Tulane

Deadlines

- To petition to return for the **fall** semester, the deadline is **July 1**
- To petition to return for the **spring** semester, the deadline is **December 1**
- To petition to return for the **summer** session, the deadline is **May 1**

Documents to Submit

- *Release of Information*: Please complete a Consent to Release Information form, provided by your clinician(s), for each treatment provider you saw during your leave.
- *Clinical Documentation*: Please have each treatment provider complete, sign and submit a Treatment Information Form. This form can be provided to you by emailing a request to medreturn@tulane.edu or by downloading the form at [Treatment Information form](#).
- *Return from Medical Leave Student Petition*: Please complete and submit a Return from Medical Leave Student Petition. This form can be provided to you by emailing a request to medreturn@tulane.edu or by downloading the form at [Student Petition](#).

All completed and signed documents should be submitted to medreturn@tulane.edu.

Student Name:

Student ID:

Signature:

Date: