



Medical Leave of Absence Policy

Before a medical leave of absence (MLOA) can be granted by your dean's office, Student Health Services (SHS) must recommend to your dean's office that you be considered for a medical leave. After SHS makes this recommendation, you will need to complete a "Request for Medical Leave of Absence" Form and return it to your dean's office. Your dean's office will then determine if a MLOA can be approved.

The University generally requires students to spend a semester working in a full-time capacity or to successfully complete a university course of study in order to return to Washington University. We have found that these experiences are good indicators of readiness to return to school.

Steps to Obtain a MLOA:

1. SHS must recommend to your dean's office that you be considered for a MLOA
2. Complete and return to your dean's office a "Request for Medical Leave of Absence" Form (available from the SHS office or your dean's office)
3. Your dean's office will determine if a MLOA can be granted and will notify you in writing (you may request to receive an answer by phone the same day the letter is sent to you)
4. Your dean's office will determine your current coursework status and withdrawal from courses

Steps to Return to Washington University after a MLOA:

1. ***Between June 1 and July 1 (for the full semester) or November 1 and December 1 (for the spring semester),*** you must provide SHS a detailed summary of your treatment while you are on leave. This is required so that SHS can best advise your dean's office as to your readiness to return to academia. The medical information you provide is confidential and will not be shared with the dean's office. The detailed summary should be a letter from the physician or therapist who has been caring for you that includes the following information:
 - Your diagnosis
 - Medications, dosage, length of time on this medication, and how long you have been stable on that dosage
 - The progress that you have made that leads your physician/therapist to recommend your return
 - Classes you have taken or a job you have held while you were on leave. Note: Work experience or successful completion of coursework is the best indicator for a successful return to Washington University.
2. Complete and submit to your dean's office a "Reinstatement Form" (available from your dean's office)
3. Based on the recommendation from SHS, and your request for reinstatement, your dean's office will determine if you should be reinstated and notify you in writing.

Medical clearance AND approval from your dean's office are required for reinstatement

Registration Note: If you have already registered for classes for the next semester, your course registration will be cancelled if reinstatement is not granted by the first day of classes.

Insurance Note: Any student granted a medical leave of absence within the first 30 days of school will **not** be eligible to remain on the student health insurance plan, unless the student was on the insurance plan the prior semester. Students should determine their insurance status and seek other insurance coverage. Students granted a MLOA after the first 30 days of school, will remain on the insurance plan for the current semester (**please see the attached MLOA Insurance Policy**). This will be discussed between SHS and the student. Should the student elect to stay on the plan during his or her medical leave, SHS will then be considered the primary provider for health care, unless the student is 50 miles or more away from the University.

Student Health Services Representative

Recommended MLOA Date

Student's Signature Acknowledging Receipt

F1 _____ J1 _____ Neither _____
If yes, International Office Notified _____