



MEDICAL LEAVE OF ABSENCE

In unusual circumstances, the Dean and/or the Director of Admissions and Student Affairs may, upon careful consideration of the welfare of the individual student and the college community, place a student on leave of absence from Webb Institute. This policy outlines the circumstances of such leaves as well as various procedures and conditions, including readmission criteria and processes and implications for the student in terms of academic, financial, and housing matters.

Voluntary Medical Leave: A student is encouraged to request a voluntary medical leave if the student believes that physical and/or mental health concerns are significantly interfering with the ability to succeed at Webb and/or that the demands of college life are interfering with recovery or safety. A student who, in consultation with the college psychologist or other members of the administration, determines that the student needs to request a voluntary medical leave should contact the Dean and/or Director of Admissions and Student Affairs to discuss the terms of the leave as decided by the college. If possible, students intending to go on a medical leave from Webb should complete the **Withdrawal** form, review, and comply with the **Withdrawal Checklist** and any other associated paperwork, and return it to the Student Affairs Office.

Involuntary Medical Leave: In unusual circumstances, the Dean or the Director of Admissions and Student Affairs, in consultation with the school psychologist, may determine that a student needs to be placed on involuntary medical leave. If such a decision is made, Webb will immediately convey this decision in writing to the student. The decision will be based upon an individualized and objective assessment of the student's ability to safely participate in Webb's program and will examine whether the student presents a direct threat of substantial harm to the student or other members of the college community. The assessment will determine the nature, duration, and severity of the risk; the probability that the potentially threatening injury will occur; and whether reasonable modifications of policies, practices, or procedures will sufficiently lessen the risk. In addition, a student who is not attending class or making satisfactory academic progress may be placed on an involuntary medical leave at the Dean's discretion.

Return from Hospitalization: A student who is hospitalized because of physical or mental health issue may wish to take a medical leave from Webb to recover. If so, the student should follow the voluntary medical process set forth in "Voluntary Medical Leave." In the event the student no longer requires a hospital setting and does not wish to take a medical leave, that student must be evaluated by Webb for readiness to return to campus before the student can return. Note that, in some instances, the hospital may determine that the student can be discharged; however, a separate administrative decision is to be made by Webb with respect to whether or not that student can return to campus. It may be determined, upon such an individualized evaluation, that the student has recovered such that the student no longer requires a hospital setting but may still need more support than the student can receive in a residential college setting. In such situations, a required withdrawal from Webb for medical reasons may be considered to allow for a more extended period of recuperation. In that situation, the "Involuntary Medical Leave" process should be followed.

Family Notification: Webb Institute reserves the right to notify a family of their student's status if circumstances warrant and if it is believed to be in the best interest of the student and the Webb community without limitations to state and federal privacy laws.

Appeal Procedure for Involuntary Medical Leave: If a student believes that a decision for an involuntary medical leave made by Webb Institute is unreasonable or that if the procedures and/or information relied upon in making the decision were wrong or unfair, the student may appeal the decision. The appeal must be made in writing to the Dean. Appeals should clearly state the specific unreasonable, wrong, and/or unfair facts and should present relevant information to support the statements. Once notified of the involuntary medical leave, the student has five (5) business days to submit their appeal. The student may not remain on campus during the appeal period. If no timely appeal is submitted, the decision about the involuntary medical leave is final. The Dean will respond in writing to the student's written appeal within five (5) business days. The response will prove a conclusion as to whether or not the involuntary medical leave is appropriate upon a thorough review of the relevant facts and information. The Dean may request an assessment by an outside medical provider at the student's expense, unless the student demonstrates an inability to afford such an assessment, in which case an alternative payment arrangement shall be made upon mutual discussion by Webb Institute and the student.

Readmission Criteria and Procedures: A student who has been placed on medical leave, whether voluntary or involuntary, must complete the following readmission procedures before the student can return to Webb Institute.

The student must send a letter to the Leave Readmission Committee, to the attention of the Dean, requesting formal readmission to Webb Institute. The student must send to the Leave Readmission Committee a report from the student's physician and/or mental health provider; the report will include discussion of the student's current health status, course of treatment undergone during the leave, as well as any specific recommendations for the student and the college with respect to the student's successful return to Webb. The report will address the following: (a) the student's readiness to return to the academic and co-curricular demands of college life; (b) the student's readiness to live on campus; (c) the student's ongoing treatment needs; (d) the student's readiness to return to competitive sports, if the student is a collegiate athlete; and (e) any other suggestions that the health care provider deems appropriate.

The student's physician and/or mental health provider must be a licensed physician if the evaluation is regarding medical concerns and must be a licensed mental health provider if evaluating mental health concerns. All providers must be unrelated to the student and must have a specialty and credentials appropriate for the condition(s) of concern. The student is responsible for any cost associated with the physician or mental health provider's evaluation.

The Leave Readmission Committee will review the information provided by the student and evaluate the appropriateness of the student's return. The committee may request further information from the student's medical or mental health providers. To provide for such requests, the student will be asked to sign and return a release form so that those individuals at the college who are involved in evaluating the student's return can have access to the student's outside health care providers and can openly discuss relevant aspects of the student's condition. In addition, the college psychologist may also choose to meet with the student as part of the evaluation.

Once the Leave Readmission Committee has reached a decision, the student will be notified by the Dean. The decision of the committee is final.

If the student is permitted to return to Webb, the student will speak with the Dean before returning to discuss the terms of the student's readmission including, if appropriate, a discussion of a continued treatment plan for the student. A contract between the student and Webb Institute might need to be signed by both the student and their parent, depending on the situation. If such a plan is established and contract signed and if the student does not follow the established contract stipulations, Webb Institute will have the right to revoke its decision to readmit the student and will have the right to require the student to resume their medical leave immediately or withdraw from enrollment at Webb Institute.

Presence on Campus: While a student is on medical leave, whether voluntary or involuntary, the student will not be permitted to visit campus without prior written permission of the Dean or Director of Admissions and Student Affairs. Permission will be granted for certain pre-approved educational or health treatment purposes only.

Academic Considerations

Academic Implications: Students should refer to the Withdrawal Checklist, available from the Student Affairs Department, to receive further guidance on the implication of withdrawing from Webb Institute.

Enrollment Status: While on medical leave, a student is not an enrolled student at Webb Institute. The medical leave status will continue until the student is prepared to return to Webb and is readmitted by the Leave Readmissions Committee.

Taking Courses at Other Institutions: Students are reminded that Webb Institute does **NOT** accept transfer credits. Students may take courses at other institutions but no credit will be given towards their Webb Institute degree.

Educational Record Description: The student's transcript will not reflect the medical leave. In the event a medical leave occurs after the second week of the semester, courses for that semester will be listed on the transcript with grades of W. If a student is permitted to return to Webb and with the lockstep degree program that Webb Institute requires, the student will be re-enrolled in the classes and grades will be entered after the successful completion of the semester.

Financial Considerations

Financial Aid Eligibility: Any student not in attendance for one or more semesters, for voluntary or involuntary reasons, should be aware that their withdrawal from Webb may affect any financial aid they are receiving and/or any federal loans borrowed while enrolled. The student is advised to (1) confirm that all aid forms and required documents have been submitted prior to leaving Webb; (2) review any loan obligations that may come due during the leave, and (3) understand the deadlines and form requirements for aid applications for return to Webb Institute.

Room and Board, Fee Refunds: Room and board and fee refunds for medical leaves taken during the course of a semester are made in accordance with Webb Institute's refund policy, <http://www.webb.edu/wp-content/uploads/2015/04/Institutional-Refund-Policy.pdf>.