

OFFICE USE

# LEAVE OF ABSENCE – MEDICAL

STUDENT ID#

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\_\_\_\_\_  
PHONE / E-MAIL

STUDENT NAME:

Undergraduate

Graduate

CURRENT MAJOR:

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\_\_\_\_\_  
Print Last First Middle

\_\_\_\_\_  
Street City State Zip

## ELIGIBILITY AND INSTRUCTIONS TO THE STUDENT

- ✓ You must submit a letter from a **Doctor of Medicine (MD)**. **Confirmation also accepted from a Cal Poly medical provider**. Confirmation must include letterhead and time frame student's medical leave is necessary.
- ✓ You must be eligible to enroll for the term leave begins.
- ✓ You cannot be enrolled the term leave begins.  
*Note: If you are currently enrolled for the term in which your requested leave is to begin, **it is your responsibility to drop/withdraw from your classes**.*
- ✓ If returning early, an updated form with approvals/Doctor's note is required.
- ✓ If extending Leave, an updated form with approvals/Doctor's note is required.

Term Leave Begin: \_\_\_\_\_ Term Returning From Leave: \_\_\_\_\_

Did you request a Graduation Evaluation? Yes  No  if yes, indicate your Expected Degree Completion Date: \_\_\_\_\_

Are you an International Student? Yes  No

*Note: If you are requesting a Medical Leave beyond the term you have projected for degree completion, you must update your degree completion date when you return from leave. Confirmation is sent to address provided on this form, major department, and student file.*

## REQUIRED SIGNATURES

X \_\_\_\_\_  
Student Signature (REQUIRED) Date

Signature indicates you read and understand Medical Leave requirements, entitlements, and conditions.

## **LEAVE OF ABSENCE-MEDICAL**

Student loan recipients may face repayment responsibility with their lender. Please check with Student Accounts for any financial obligation details. It is the student's responsibility to obtain all signatures and then submit the completed request to Office of the Registrar 01-222.

Students are permitted to take a Planned Educational Leave or a Medical Leave with a written request and approval by campus officials.

### **Medical Leaves:**

- A Medical Leave provides time for the student to receive treatment or to recover from a disabling injury or other medical condition and is approved by a medical doctor.
- The Medical Leave begins the term following the student's last term in attendance and may be granted retroactively based on the student's personal situation.
- A written letter together with medical documentation is required. Information concerning Leaves of Absence may be obtained from the Office of the Registrar.

### **Eligibility for All Leaves:**

- A student on Educational or Medical Leave will be considered to be in continuous attendance with the purpose of returning to the same curriculum that was in effect when the leave began.
- A student on Educational or Medical Leave will not be required to apply for readmission or pay an application fee provided that the student returns to the same major and within the time period agreed upon when the application was approved.
- No more than two leaves will be available to each student (totaling a maximum of 8 terms).
- The student on leave may return and enroll for any term prior to the term when the leave is scheduled to end. NO leave will be extended beyond the two-year limitation for any reason.
- Any student on leave who fails to return and enroll within the time limits specified by the leave agreement will be required to reapply for admission, pay the reapplication fee, and may be held to any new curriculum requirements which may be in effect.

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### **Office of the Registrar Use Only:**

**AP** staus eligible \_\_\_\_\_

**ACTIVE IN PRGM** \_\_\_\_\_

LEAV PRGM ACTN/REASON \_\_\_\_\_

**RLOA** PRGM ACTN/REASON \_\_\_\_\_

Term activation \_\_\_\_\_

Transcript text \_\_\_\_\_

Transfer credit report \_\_\_\_\_

Confirmation letter sent \_\_\_\_\_

Check to see if foreign student. If foreign student  
FAX a copy of this Request to International and Exchange  
Programs 756-5484