

# Student Leaves of Absence

## Non-Medical Leave of Absence

Villanova recognizes that it is sometimes necessary for students to interrupt their enrollment for a period of time and take a leave of absence. Students may take a non-medical leave for a variety of reasons including, for example, to attend to academic, personal, or financial matters.

### **Non-Medical Leave of Absence Process**

A student who wishes to take a non-medical leave of absence must take the following steps:

1. Submit a completed "[Request for Non-Medical Leave of Absence](#)" form to the Dean's office of the student's academic college or the Dean of Students office, or their designee; and
2. Meet with a designated staff or faculty member to review the request.

Students may request a non-medical leave at any time during the semester, but must complete such requests - including any requisite evaluation and related paperwork - no later than the last day of classes in a semester. If a student does not complete a non-medical leave request by the last day of classes, the University will deem the request late and consider it for the following semester.

If the University finds good cause, a leave may be granted. Because every student's situation is different, the terms of a non-medical leave will be determined individually, including the duration of leave, any restrictions from living in residence halls or coming on campus or attending University events, and any conditions for the student's eligibility to return to campus following the leave.

## Medical Leave of Absence

Students may request a medical leave of absence (MLOA) if they experience health situations that significantly limit their ability to function successfully or safely in their role as students.

### **Medical Leave of Absence Process**

A student seeking a MLOA must take the following steps:

1. Submit a completed "[Request for Medical Leave of Absence](#)" form to the Dean's office of the student's academic college or the Dean of Students office, or their designee; and
2. Meet with a designated staff or faculty member to review the request.

The student may be asked to schedule and undergo an evaluation by the Student Health Center and/or the University Counseling Center before a leave is granted. This evaluation will occur after the student has met with the Dean, Associate/Assistant Dean, or their designee. The student may be asked to sign a release allowing the Student Health Center and/or the University Counseling Center to discuss their evaluation of the student with the Dean, Associate/Assistant Dean, or their designee who is reviewing the request.

After evaluating the student, the Student Health Center and/or the University Counseling Center will determine whether a significant health issue has compromised the student's health, safety or academic success, and will submit an individualized recommendation to the Dean, Associate/Assistant Dean, or their designee regarding the student's request for a MLOA.

The Dean, Associate/Assistant Dean, or their designee reviewing the request will make the final determination whether to grant the MLOA and will notify the student of the decision in writing. Because

every student's situation is different, the terms of a MLOA will be determined individually, including the duration of leave, any restrictions from living in residence halls or coming on campus or attending University events, and any conditions for the student's eligibility to return to campus following the MLOA.

Students may request a MLOA at any time during the semester, but must complete such requests – including any requisite evaluation and related paperwork for the Dean's office – no later than the last day of classes in a semester. If a student does not complete a MLOA request by the last day of classes, the University will deem the request late and consider it for the following semester.

## Return Following a Leave

Some students who take a leave will have no requirements attached to their return to the University. However, students may be subject to specific requirements for their return based on the circumstances of their departure. Any conditions or requirements for return will be based on an individualized assessment of the student, including consideration of current medical knowledge and/or the best available objective evidence. The goal of these conditions is to prepare the student for a successful return to the University.

A student who is placed on a leave of absence for any reason, voluntary or involuntary, may apply to return to the University by writing to the Dean's office that granted the leave. The student must demonstrate that the student has met any conditions or requirements that were specified for the student's return to the campus community.

Students on leave must complete their request to return submissions by December 1 for the spring semester, April 1 for the summer semester, and July 1 for the fall semester. These deadlines ensure that the appropriate University officials have enough time to review the student's request. The University will attempt to be flexible and review requests completed within a reasonable time after the relevant deadline. Nevertheless, if there is information missing from the request, and/or the University needs additional time to contact the student's treating provider(s) (for health-related leaves), the University may consider the student's return for the following semester than the semester for which the student initially sought to return.

For more information about student leaves of absence, please see the full [Student Leave of Absence Policy](#).