

LEAVE - MEDICAL

A Medical Leave provides time for students to receive treatment or recover from a disabling injury or medical condition confirmed by 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. The Medical Leave begins the term following the student's previous term in attendance.

STUDENT ID#

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PHONE / E-MAIL

STUDENT NAME:

Print Last

First

Middle Initial

Street

City

State

Zip Code

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.***

PLEASE COMPLETE THE FOLLOWING:

Term Leave Begins: _____

Term Proposed to Return: _____

Undergraduate or Graduate: _____

Major: _____

- Are you a Foreign Student? Yes _____ No _____
- Did you request a Graduation Evaluation? Yes _____ No _____ If yes, what term _____
*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.*
- Student loan recipients may face repayment responsibility with lenders. Please see the Student Accounts Office for financial obligation details.
- It is the student's responsibility to obtain all medical letters and then submit the completed request to the Office of Academic Records 01-222.

Note: Confirmation mailed to address provided on this form, copies are sent to your major department and student file.

Student Signature Required

Date

- Your signature indicates you read and understand Medical Leave requirements, entitlements and conditions.

MEDICAL LEAVE OF ABSENCE

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 Academic Records.

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.

Office of Academic Records Use Only:

Student Program/Plan _____

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