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MEDICAL WITHDRAWAL AND MEDICAL LEAVE OF ABSENCE POLICY

Area:	Counseling Center	Number:	
Applies to:	All Georgia Southern Students	Issued:	July 14, 2014
Sources:		Revised:	June 27, 2022
		Reviewed:	
Policy Owner:	Vice-President of Student Affairs	Page(s):	2

I. Purpose

This policy outlines the conditions in which and the procedures for obtaining a Medical Withdrawal or a Medical Leave of Absence (graduate students only) within a given semester.

II. Policy Statement

Medical Withdrawals and Medical Leaves of Absence are handled through the Counseling Center. Medical Withdrawals and Medical Leaves of Absence (MLOA) require documentation of significant physical or psychological impairments that interfered with the student's ability to successfully meet academic requirements. Medical Withdrawals are only available during the semester in which the student is experiencing the medical condition. Medical Leaves of Absence are available only to graduate students and may extend for 2 consecutive long semesters. Students who anticipate an MLOA extending for a period of 3 or more semesters should contact their Graduate Program Director and the College of Graduate Studies for information.

III. Procedures

A. Medical Withdrawal (undergraduate and graduate students)

Medical Withdrawals are typically "all or none"; the student is either withdrawn from all classes or the withdrawal is not granted. An exception to this policy may be made if the documented medical condition impacts only one one/some course(s). In such a case, a partial withdrawal may be granted.

To apply for a Medical Withdrawal:

1. Submit a written request for the Medical Withdrawal to the Executive Director of the Counseling Center. The request must contain the following:
 - a. Student's name and Eagle ID#.
 - b. The semester from which the student wishes to withdraw.
 - c. The medical basis for the request.
 - d. The last date the student attended classes.
 - e. Current contact information for the student.
2. Submit documentation from a treating provider that verifies the medical condition

and the level of impairment to the student's ability to successfully complete the courses.

3. Student will be notified when a decision to grant or deny the Medical Withdrawal request has been made.

B. Medical Leave of Absence (graduate students only)

Graduate students experiencing a prolonged medical condition have the option of applying for an MLOA from their graduate program. An MLOA grants a graduate student a 1-year absence from their degree program, during which time they do not need to be registered for credit hours.

To apply for an MLOA:

1. Submit a written request for an MLOA to the Executive Director of the Counseling Center. The request must contain the following:
 - a. Student's name and Eagle ID#.
 - b. An explanation of the medical basis for the request.
 - c. The last date the student attended classes.
 - d. Contact information.
2. Submit documentation from a treating provider that verifies the medical condition and the level of impairment to the student's ability to successfully complete their courses.
3. If the documentation supports the MLOA request, the student will be notified of the recommendation to the College of Graduate Studies to allow the student an MLOA. The decision to grant the MLOA is made by the College of Graduate Studies.
4. If the student needs an extension of their MLOA beyond one year, they must submit a written request and additional documentation supporting the extended MLOA to the Executive Director of the Counseling Center. If the documentation supports the extension, the student will be notified of the recommendation to the College of Graduate Studies to allow the student a MLOA. The decision to grant the MLOA is made by the College of Graduate Studies.
5. Registration is not required during any approved Leave of Absence period, and the time to degree completion will be suspended during the approved Leave of Absence period.