



POLICY AND PROCEDURE

TITLE:	Medical Leave of Absence
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POLICY STATEMENT:

Students who wish to withdraw from the university during an academic term for medical reasons (i.e., physical or mental health conditions that necessitate their absence) may request a medical leave of absence. Pregnancy and pregnancy-related conditions fall under this category. The student must provide supporting documentation of the medical condition from their treating provider to the Dean of Students or designee, who will review the documentation. A medical leave of absence may be granted for up to 3 semesters or one calendar year. If a student voluntarily takes leave before the University's no-penalty drop date ("Drop Deadline"), their ongoing classes are erased from their record. If the student takes leave after the Drop Deadline ("Withdrawal Deadline"), they will receive the grade of "W" (withdrawal). If the student takes leave after the Withdrawal Deadline, they may petition their Academic Dean for a grade of "I" (incomplete). Students may request leave using the university's electronic Leave of Absence form. Students who do not return after the specified leave of absence will be administratively withdrawn and will be required to reapply for admission to return to the university. In such instances, there is no guarantee of readmission. Upon conclusion of the medical leave, the student must provide supporting documentation from their treating provider to the Dean of Students or designee. This documentation will be shared with the appropriate university staff, including the university's consulting medical professional if warranted. The student will be advised of the outcome of this review and whether they are approved to return, with reasonable accommodations if necessary. Tuition and housing refunds will be awarded in accordance with the University's refund policies, as stated in the University's Tuition Refund Policy and Chapter Four's "Residence Hall Refund Policy" (<https://www.bridgeport.edu/key-to-ub/chapter-4-residential-life#refund>). If a student is in a specialized program, they should follow the program policies outlined in the program handbook.

PROCEDURE DETAILS:

Students should first speak with their academic advisor, Student Financial Services, program director, and Dean of Students before going on a medical leave of absence.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☒ UNIVERSITY CATALOG

☐ STAFF HANDBOOK

☐ FACULTY HANDBOOK

☒ STUDENT HANDBOOK

DEFINITIONS:

NA

EXCLUSIONS:

NA

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Registrar's Office, Student Financial Services, Title IX; Dean of Students and Office of Student Academic Success.

HISTORY: Reviewed April 2025

EFFECTIVE DATE:	January 8, 2024
RESPONSIBLE OFFICE (ONLY ONE):	Registrar's Office
REVIEW DATE:	April 2025

APPENDIX:

NA