

CENTER FOR HEALTH AND COUNSELING SERVICES

505 Ramapo Valley Road, Mahwah, NJ 07430-1680 Counseling Services: Phone (201) 684-7522 Fax (201) 684-7995 Health Services: Phone (201) 684-7536 Fax (201) 684-7534 https://www.ramapo.edu/chcs/

MEDICAL LEAVE OF ABSENCE (MLOA)

Students may apply for a Medical Leave of Absence (MLOA) from the College for reasons of physical or psychological illnesses. Students must withdraw from all registered courses under this policy. Exceptions may be considered on an individual basis. The grade for each course will be

completed after the College refund deadline (see Academic Calendar on the web).

Students considering applying for an MLOA need to contact the Center for Health and Counseling Services (CHCS) to request an evaluation for the purpose of pursuing an MLOA. If the condition is medical in nature, contact Student Health Services (SHS) (201-684-7536); if the condition is psychological in nature, contact Counseling Services (CS) (201-684-7522). In order to obtain an MLOA a student must obtain a medical recommendation from the appropriate unit (i.e., Health or Counseling) within the Center for Health and Counseling Services. In order for an MLOA to be processed for a given semester, the evaluation must be completed prior to the last day of the semester.

Students can take as much time as needed away from the College to recover from their condition; however, students who do not take classes for two or more consecutive semesters must reapply for admission through the Office of Admissions. Students who stay out for longer than two consecutive semesters and are readmitted will continue their studies under the graduation requirements in effect at the time of their readmission.

In order to be approved to return from an MLOA, a student must provide the required documentation and complete an evaluation through the appropriate unit (Health or Counseling) within the Center for Health and Counseling Services. Students returning from an MLOA must complete the process by the established deadlines: August 1 for the fall semester and December 1 return from an MLOA will be

postponed until a later semester. If the process to return from an MLOA is not completed by the deadline, the student will be deregistered.

When a student experiences a medical or psychological condition that is so serious where it requires that the student take a medical leave, it is strongly recommended that the student take off, at minimum, one full semester from their academic studies. This time is often needed in order to obtain the necessary psychological or medical treatment.

An MLOA sometimes qualifies a student to initiate a leave of absence later in the semester than might typically be permitted for other forms of leave.

Taking an MLOA should not impact insurance coverage. However, it is advised that a student inquires with their insurance carrier regarding coverage.

For international students, an . International students holding visas, including F-1 or J-1 visas, should consult with the Director of International Education or their own counsel before filing for an MLOA to make sure they meet with the immigration regulatory requirements.

Students who live in housing must follow the housing withdrawal process outlined in the Guide to Community Living. Students intending on returning to housing after obtaining clearance to return from an MLOA must contact the Office of Residence Life via e-mail at reslife@ramapo.edu. The Office of Residence Life will make every reasonable effort to

 After satisfactory documentation of the aforementioned two conditions of return have been received and reviewed by the CS counselor, the student must have an evaluation with a CS counselor, and if relevant, other members of the CS team, which may include a psychiatrist. Following th

If a student chooses to take an MLOA due to a medical condition, they will be _____ to meet the following

- 1. Evidence of stabilization of the medical condition that precipitated the need for the MLOA. This must be demonstrated by:
 - a. A substantially improved condition, as defined and determined by a HS staff member and if relevant, other treatment team members, which may include a

4.	n MLOA is denied they may file an appeal with the Dean of
	Students if the student can demonstrate that a specified procedural error or errors in the
	interpretation of College regulations were so substantial as to effectively deny the person fair consideration.
from t	appeals must be submitted in writing to the Dean of Students within five (5) business days he date of notification of the denial of a return from an MLOA. The decision of the Dean of atsis final.
	nts requesting an MLOA must havean evaluation, through the Center for Health bunseling Services,
	in order for an MLOA to be processed for that semester.