

Requirements for a Medical Leave of Absence

Submit all letters to the Office of Academic Services, Levermore Hall 303

1. Student shall request leave in writing and state reason why request is being made.
2. Student shall submit letter from a licensed health care provider which contains:
 - A. Diagnosis
 - B. The duration of treatment prior to request
 - C. Plans for treatment during period of leave (if appropriate)
 - D. A positive recommendation that the leave is necessary for medical reasons.
 - E. Adelphi University retains the right to obtain supplemental medical information
3. All requests and documentation must be made during the semester for which the leave is requested
4. Requests for medical leaves will not be considered if student has completed any of his/her courses
5. If a student has completed all course work, except for final exams or final projects a medical leave will not be granted. The grade of Incomplete will be issued and the student will be permitted to take the exam or finish the project when the medical issues are resolved

Requirements to Return from Medical Leave of Absence

1. Student must request readmission in writing.
2. Student must submit letter from a licensed health care provider.
 - A. If possible the letter should be from the same provider who recommended leave.
 - B. If that person is unable to provide letter a health care professional from the same specialty may provide the letter.
 - C. The letter must contain:
 - i. treatment that has taken place during the leave.
 - ii. if needed, treatment plans after return from leave
 - iii. any recommended restrictions (i.e., reduced credit load)
 - iv. statement that student is medically able to return to school
 - D. Adelphi University retains the right to obtain supplemental medical information
3. Upon readmission copies of the medical documentation for the leave and the return will be filed with the Adelphi Health Services Center.