

4-19-2010

Voluntary and Involuntary Medical Leave Policy

The College at Brockport, College Senate

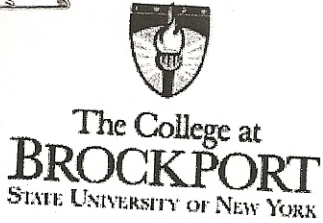
Follow this and additional works at: https://digitalcommons.brockport.edu/senate_resolutions

Part of the [Higher Education Commons](#)

Repository Citation

The College at Brockport, College Senate, "Voluntary and Involuntary Medical Leave Policy" (2010). *College Senate Resolutions*. 1457.
https://digitalcommons.brockport.edu/senate_resolutions/1457

This Resolution is brought to you for free and open access by Digital Commons @Brockport. It has been accepted for inclusion in College Senate Resolutions by an authorized administrator of Digital Commons @Brockport. For more information, please contact kmyers@brockport.edu, digitalcommons@brockport.edu.



350 New Campus Drive
Brockport, New York 14420
585-395-2586 * 585-395-2246 (fax)
senate@brockport.edu
brockport.edu/collegesenate

Resolution # 28 2009-2010 College Senate

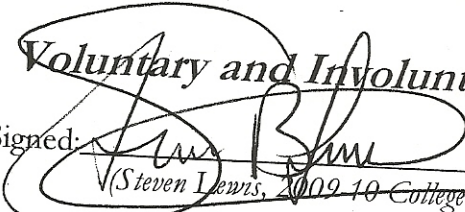
Supersedes Res #: _____

TO: Dr. John R. Halstead, College President

FROM: The College Senate: *April 19, 2010*

- RE: →
- I. Formal Resolution (*Act of Determination*)
 - II. Recommendation (*Urging the Fitness of*)
 - III. Other, For Your Information (*Notice, Request, Report, etc.*)

SUBJ: **Voluntary and Involuntary Medical Leave Policy** (*routing #31 09-10SP*)

Signed: 
 (Steven Lewis, 2009-10 College Senate President)


Date: 5/5/10

Please fill out the bottom portion and follow the distribution instructions at the end of this page.

TO: Steven Lewis, The College Senate President

FROM: John R. Halstead, College President

- RE: →
- I. Decision and Action Taken on Formal Resolution (circle choice)
 - a. Accepted - Implementation Effective Date: Fall 2010
 - b. Deferred for discussion with the Faculty Senate on ___/___/___
 - c. Unacceptable for the reasons contained in the attached explanation
 - II, III. Response to Recommendation or Other/FYI
 - a. Received and acknowledged ___/___/___
 - b. Comment:

Signed: 
 (Dr. John R. Halstead, President, The College at Brockport)

Date: 5/3/10

DISTRIBUTION

Upon approval, the College President will forward copies of resolutions to his staff who will, in turn, forward copies to their staff. The College Senate Office will post resolutions to the College Senate Web at <http://www.brockport.edu/collegesenate/resolutions>.

**COLLEGE SENATE OFFICE
RESOLUTION PROPOSAL COVER PAGE**

Routing Number <i>Routing # assigned by Senate Office</i>	#31 09-10 SP <i>Use routing number and title in all reference to this proposal.</i>
Replaces Resolution	#

DEADLINE FOR SUBMISSIONS: FEBRUARY 28

Incomplete proposals or proposals received after the deadline may not be reviewed until next semester.

INSTRUCTIONS – please, no multiple attachments – each proposal must be submitted electronically as one document.

- Submit only complete proposals. Include support letters from department chair and dean.
- Proposals must be prepared individually in Word format using committee guidelines available at brockport.edu/collegesenate/proposal.html.
- Fill out this cover page for each proposal and insert it electronically as the front page of your document. (collegesenate/proposal.html)
- Email whole proposal with cover page as one document to senate@brockport.edu and facprez@brockport.edu.
- All updates must be resubmitted to the Senate office with the original cover page including routing number.
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. **PROPOSAL TITLE:** Please be somewhat descriptive, ie. *Graduate Probation/Dismissal Proposal* rather than *Graduate Proposal*.

Medical Leave with Conditions for Return

2. **BRIEF DESCRIPTION OF PROPOSAL:**

The policy outlines the procedures and conditions for placing a student Medical Leave with Conditions for Return, including reentry requirements and implications for the student concerning academics, financial aid and health insurance.

3. **WILL ADDITIONAL RESOURCES AFFECTING BUDGET ARE NEEDED?** xx NO YES EXPLAIN YES

4. **HOW WILL THIS EFFECT TRANSFER STUDENTS:**

The effect on transfer students is no different from non-transfer students.

5. **ANTICIPATED EFFECTIVE DATE:**

Fall 2010

6. **SUBMISSION & REVISION DATES:** PLEASE PUT A DATE ON ALL UPDATED DOCUMENTS TO AVOID CONFUSION.

<i>First Submission</i>	<i>Updated on</i>	<i>Updated on</i>	<i>Updated on</i>
1/27/2010	2/5/2010	2/18/2010	

7. **SUBMITTED BY: (contact person)**

<i>Name</i>	<i>Department</i>	<i>Phone</i>	<i>Email</i>
Elizabeth Caruso	Health and Counseling	X5249	lcaruso@brockport.edu

8. **COMMITTEES TO COPY: (Senate office use only)**

Standing Committee	Forwarded For Approval To	Dates
<input type="checkbox"/> Enrollment Planning & Policies	Committee for approval	1/28/10
<input type="checkbox"/> Faculty & Professional Staff Policies	Executive Committee	3/29/10
<input type="checkbox"/> General Education & Curriculum Policies *	GED to Vice Provost	
<input type="checkbox"/> Graduate Curriculum & Policies	Senate	4/5/10
<input type="checkbox"/> Student Policies	College President	4/28/10
<input checked="" type="checkbox"/> Undergraduate Curriculum & Policies	OTHER	
* follow special Gen Ed procedures for submission of General Education proposals at "How to Submit Proposals" on our Website.		REJECTED -WITHDRAWN

NOTES:

POLICY TITLE: Medical Leave with Conditions for Return

OVERVIEW: This policy outlines the procedures and conditions for placing a student on Medical Leave with Conditions for Return, including reentry requirements and implications for the student concerning academics, financial aid and health insurance. This policy may be instituted in agreement with the student or on an involuntary basis.

OFFICE/DEPARTMENT RESPONSIBLE: Vice-President of Enrollment Management and Student Affairs, Student Health and Counseling.

DATE UPDATED: January 2010

MEDICAL LEAVE WITH CONDITIONS FOR RETURN

Students may be placed on Medical Leave with Conditions for Return based on the recommendation of the director of Health and Counseling/designee, or Student Behavioral Consultant Team. Recommendations for Medical Leave with Conditions for Return are submitted to the Vice-President for Enrollment Management and Student Affairs or designee for appropriate action. Students are sent written notification of the intended action. Requirements for re-entry will be determined at the time of placing the student on Medical Leave with Conditions for Return, and will be provided in writing to the student.

A student wishing to appeal a decision to place him/her on Medical Leave with Conditions for Return, must make that appeal in writing to the Vice-President of Enrollment Management and Student Affairs, within three [3] business days of receiving the notice of the Medical Leave with Conditions for Return.

Students who are placed on Medical Leave with Conditions for Return are not readmitted without completion of the requirements for re-entry. Because of the Medical Leave with Conditions for Return, use of College services may be restricted.

Efforts are made to preserve a student's academic progress with Incompletes and/or Withdrawals through consultation with faculty and department chairs and will be handled by the Office of the Vice-Provost for undergraduates and the Office of Graduate Studies for graduate students. The same College academic policies related to Incompletes and Withdrawals apply.

For undergraduates, Medical Leave with Conditions for Return will not exceed three consecutive semesters. A leave for part of a semester counts as one semester. Students who earn no credits at Brockport for three consecutive semesters (by any combination of not enrolling, failing, or withdrawing) and are not registered in the fourth semester will be given Inactive Status. This is regardless of Leave status granted previously.

Graduate students whose progress toward degree completion is interrupted by circumstances beyond their control may apply for up to a year's leave of absence. Application for such a leave is made to the student's department or on the recommendation **of the director of Health and Counseling/designee, or Student Behavioral Consultant Team.** Leaves of absence approved by the department will not be charged against the time for degree completion, as stipulated by The College at Brockport policy. If circumstances warrant, students may apply for extensions of such leaves, up to a maximum of three years in total leave time.

Students should contact the Financial Aid office to determine financial aid implications when being placed on involuntary medical leave.

Re-entry after Medical Leave with Conditions for Return:

An Administrative Board is utilized to determine eligibility for re-entry after a Medical Leave with Conditions for Return.

A student that becomes Inactive due to a Medical Leave with Conditions for Return must meet the initial conditions for re-entry that we determined at the time of the leave, and must complete an application for readmission to the College.