**Mount Saint Mary College**
**Health Services Wellness Center**
**330 Powell Avenue**
**Newburgh, NY 12550**
**Phone: 845-569-3152 Fax: 845-569-3514**

## Voluntary Medical Leave/Course Withdrawal Request

**Date:**_____

**Name:**_____ **Student ID#:**_____
Last First MI

**Date of Birth:**_____ **Age:**_____ **Gender:**_____**Commuter/Resident**:_____

**Address:**_____
Street city state zip

**Phone:**_____ **Cell Phone:**_____ **E-Mail Address:**_____

**Nature of Request** *

___ **Medical Leave**

- ☐ I intend to return to MSMC:
  - ☐ Next semester.
  - **-[or]-**
  - ☐ At another time after next semester.
- ☐ I do **NOT** intend to return to MSMC to complete my degree.

A student recommended for and granted a Medical Leave will be withdrawn from all current courses he or she is registered for, even after the official withdrawal period has ended and without academic penalty. Additionally, a student on Medical Leave will receive a one-year Maintenance of Matriculation that allows the student to return without having to re-apply or pay another application fee, subject to satisfaction of the reenrollment requirements set forth in the Withdrawal Policy. Should the student not register for future courses, no refund of tuition charges will be given.

The student will be responsible for meeting 100% of his/her fees and room charges, as outlined in the College catalog. The student's board will be prorated. If the student receives financial aid funding, a portion of his/her federal student aid may have to be returned. A calculation will be run based on current federal student aid guidelines.

If the student intends to return to the College to complete his/her degree the student will be given a waiver for tuition charges to offset the cost of tuition upon his/her return. Should the student not return to the college to complete his/her degree, no refund of tuition charges will be given. If away for more than one year, the student would be subject to the catalog requirements in place at the time of return.

**-[OR]-**

___ **Course Withdrawal(s)**

A student who requests a withdrawal from a course, if approved, will be responsible for 100% of his/her fees and room charges, as outlined in the College catalog. Students may request a withdrawal for medical/mental health reasons even after the official withdrawal period has ended and without academic penalty. The student will be given a waiver for tuition charges for the course he/she withdrew from, which may be used to offset the cost of tuition when he/she next registers for courses at the College.

* Students should consult Mount Saint Mary College's (MSMC) "Voluntary Medical or Mental Health Course Withdrawal and Leave Policy" (Withdrawal Policy) for conditions upon which such requests may be granted, as well as requirements for the student's return following such a Leave. These requests will be considered in accordance with the Withdrawal Policy, and applicable federal, state, and local laws prohibiting discrimination based on disability.

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If you are requesting a course withdrawal(s), please list the courses you wish to be withdrawn from, including course number(s), below.

_____

_____

_____

Please explain the nature of your current medical condition and/or circumstance(s) that is causing you to make your request. _____

_____

_____

_____

_____

**Please submit this completed form, along with supporting documentation from a qualified health professional, to the Director of Health Services. Supporting documentation from the qualified health professional should include a letter detailing the diagnosis, symptoms, treatment history, and relevant circumstances, as well as dates and anticipated duration of the condition in question.**

This form and any supporting documentation must be submitted prior to the end of the current semester and will be filed with the Director of Health Services. The Director of Health Services will consult with the MSMC Counseling Center or the Office of Disabilities regarding these requests if it is appropriate, including disclosure of the medical information submitted by the student in connection with this request.

If a student is not granted a withdrawal(s) or leave, he/she may submit a written appeal, within two weeks of receiving the decision, to the Assistant Vice President for Academic Affairs (AVPAA). The AVPAA will review the appeal in consultation with the Vice President for Academic Affairs, and their decision regarding the request will be final. If a request is denied the College catalog policies will apply, based upon the original date the Course Withdrawal/Medical Leave Request form was originally submitted. Any questions about this process should be directed to Doreen.bischof@msmc.edu.

By signing below, I acknowledge that I agree to the terms set forth in the "Voluntary Medical or Mental Health Course Withdrawal and Leave Policy." I also knowingly and voluntarily consent to the disclosure of personal medical information and documentation submitted in connection with this request to MSMC's Office of Health Services, Counseling Center, and Office of Disabilities.

_____

Student Signature Date