

	<b>Health Leave of Absence (HLOA)</b>	<b>Personal Leave of Absence (PLOA)</b>
<i>Responsible Executive</i>	Vice President for Student and Campus Life	Vice President for Student and Campus Life
<i>Circumstances for Leave</i>	<ul style="list-style-type: none"> <li>▪ Disability accommodation</li> <li>▪ Time needed to pursue treatment for or attend to a health condition, with the intent to return to academic pursuits</li> <li>▪ <i>Not eligible:</i> Admitted applicants who accepted the university’s offer of admission to a degree program but have not yet commenced attendance at the university.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Opportunity or personal circumstances that are not related to a health condition, with an expected return date after the end of the current term.</li> <li>▪ <i>Not eligible:</i> Admitted applicants who accepted the university’s offer of admission to a degree program but have not yet commenced attendance at the university.</li> </ul>
<i>Leave Process</i>	<ul style="list-style-type: none"> <li>▪ <i>Student:</i> Encouraged to consult with Student Disability Services about possible accommodations to mitigate the need for a leave.</li> <li>▪ <i>Student:</i> Responsible for initiating the leave by submitting the Health Leave of Absence request form or consulting with Student Disability Services.</li> <li>▪ <i>Health Leaves Coordinator:</i> Responsible for consulting with the student, the student’s health care provider, Student Disability Services, and the college before granting a Health Leave of Absence.</li> <li>▪ <i>College:</i> May place conditions on the student’s return based on curriculum sequencing, time to degree requirements, or academic actions determined and communicated to the student by the end of the term.</li> <li>▪ <i>Health Leaves Coordinator:</i> Must provide the college’s designated office with the Health Leave of Absence letter</li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Student:</i> Responsible for initiating the leave by submitting a Personal Leave of Absence Request (<a href="#">undergraduate and professional students</a> or <a href="#">graduate research degree students</a>).</li> <li>▪ <i>College:</i> Responsible for granting a Personal Leave of Absence.</li> <li>▪ <i>College:</i> May place conditions on the student’s return based on curriculum sequencing, time to degree requirements, or academic actions determined and communicated to the student by the end of the term.</li> <li>▪ <i>College:</i> Designated office is responsible for reporting all student leaves to the Office of the University Registrar and ensuring that all necessary and appropriate supporting documentation is included (per <a href="#">University Policy 7.3</a>)</li> <li>▪ <i>College or University:</i> Reserves the right to change a voluntary leave to a required</li> </ul>

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	<p>within two business days of notifying a student that the health leave has been granted (per <a href="#">University Policy 7.3</a>).</p> <ul style="list-style-type: none"> <li>▪ <i>College:</i> Designated office is responsible for reporting all student leaves to the Office of the University Registrar and ensuring that all necessary and appropriate supporting documentation is included (per <a href="#">University Policy 7.3</a>).</li> <li>▪ <i>College or University:</i> Reserves the right to change a voluntary leave to a required leave or withdrawal if an academic or disciplinary review determines it appropriate.</li> <li>▪ <i>Office of the University Registrar:</i> Responsible for reviewing and approving dates pertaining to student leaves of absence, processing the leave of absence, and reporting the student's change of enrollment status (per <a href="#">University Policy 7.3</a>).</li> <li>▪ Automated notification will alert financial aid, housing and residential life, student health plan, international services, athletics, as well as the student's instructors and faculty advisor, when the student's enrollment status has changed.</li> <li>▪ The change of enrollment status may have implications for financial aid, billing, student health benefits, and international student visa status.</li> </ul>	<p>leave or withdrawal if an academic or disciplinary review determines it appropriate.</p> <ul style="list-style-type: none"> <li>▪ <i>Office of the University Registrar:</i> Responsible for reviewing and approving dates pertaining to student leaves of absence, processing the leave of absence, and reporting the student's change of enrollment status (per <a href="#">University Policy 7.3</a>).</li> <li>▪ Automated notification will alert financial aid, housing and residential life, student health plan, international services, athletics, as well as the student's instructors and faculty advisor, when the student's enrollment status has changed.</li> <li>▪ The change of enrollment status may have implications for financial aid, billing, student health benefits, and international student visa status.</li> </ul>
<i>Deadline to Request a</i>	<ul style="list-style-type: none"> <li>▪ <i>Student:</i> May request a leave of absence at any time after the</li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Student:</i> May request a leave of absence at any time after the</li> </ul>

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<i>Leave of Absence</i>	<p>student has commenced attendance at the university as part of a Cornell degree program. If the leave is for the current term, the last day of the term is the deadline.</p> <ul style="list-style-type: none"> <li>▪ <i>Student:</i> At any point throughout the term, a student can request to withdraw from the institution. Once withdrawn, a student must apply for readmission and registration with for any future enrollment. Readmission to the university is not guaranteed.</li> </ul>	<p>student has commenced attendance at the university as part of a Cornell degree program. If the leave is for the current term, the last day of the term is the deadline.</p> <ul style="list-style-type: none"> <li>▪ <i>Student:</i> At any point throughout the term, a student can request to withdraw from the institution. Once withdrawn, a student must apply for readmission and registration with for any future enrollment. Readmission to the university is not guaranteed.</li> </ul>
<i>Duration of Leave</i>	<ul style="list-style-type: none"> <li>▪ <i>Student:</i> May not return from a leave within the semester that the leave was taken.</li> <li>▪ <i>College:</i> May set a maximum duration for a Health Leave of Absence based on academic and other considerations.</li> <li>▪ Beyond those parameters, the duration of the leave will depend on the time the student needs for treatment and/or recovery and the resolution of academic conditions determined by their college.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Student:</i> Not permitted to return after an academic term has begun.</li> <li>▪ <i>College:</i> Sets a minimum and maximum duration for a Personal Leave of Absence based on academic and other considerations.</li> <li>▪ <i>College:</i> May permanently withdraw the student if they do not return from a Personal Leave of Absence or request an extension within the maximum time allowed by their college.</li> </ul>
<i>Financial Considerations</i>	<ul style="list-style-type: none"> <li>▪ All leaves of absence are considered withdrawals for Title IV purposes.</li> <li>▪ Implications for financial aid are described in <a href="#">University Policy 7.3</a>.</li> <li>▪ Tuition charges assessed to the student may be reduced on a <a href="#">prorated schedule</a>. The effective date of the leave of absence will determine the student's tuition liability for the semester.</li> </ul>	<ul style="list-style-type: none"> <li>▪ All leaves of absence are considered withdrawals for Title IV purposes.</li> <li>▪ Implications for financial aid are described in <a href="#">University Policy 7.3</a>.</li> <li>▪ Tuition charges assessed to the student may be reduced on a <a href="#">prorated schedule</a>. The effective date of the leave of absence will determine the student's tuition liability for the semester.</li> </ul>

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	<ul style="list-style-type: none"> <li>Funded graduate students returning from an approved Health Leave of Absence within the four-year window retain any financial support remaining from their original offer of admission, as outlined in the <a href="#">Code of Legislation of the Graduate Faculty</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Funded graduate students returning from an approved Personal Leave of Absence within the four-year window do not retain any financial support remaining from their original offer of admission, as outlined in the <a href="#">Code of Legislation of the Graduate Faculty</a>.</li> </ul>
<i>Student Status</i>	<ul style="list-style-type: none"> <li>The student on a leave of absence is not registered with the university and therefore is not eligible for privileges afforded to registered students, including, but not limited to, residing in university housing, accessing university resources, and receiving direct supervision by faculty members.</li> <li>Taking a leave of absence may have implications for an international student’s visa status. International students are advised to consult with the Office of Global Learning, International Services regarding federal immigration requirements.</li> <li>A leave of absence request does not terminate in-progress academic and non-academic student conduct proceedings.</li> </ul>	<ul style="list-style-type: none"> <li>The student on a leave of absence is not registered with the university and therefore is not eligible for privileges afforded to registered students, including, but not limited to, residing in university housing, accessing university resources, and receiving direct supervision by faculty members.</li> <li>Taking a leave of absence may have implications for an international student’s visa status. International students are advised to consult with the Office of Global Learning, International Services regarding federal immigration requirements.</li> <li>A leave of absence request does not terminate in-progress academic and non-academic student conduct proceedings.</li> </ul>
<i>Transcript Notations</i>	<ul style="list-style-type: none"> <li>“Leave of Absence” is noted on the student’s official transcript.</li> <li>Submission of a leave of absence request after the published deadline to drop classes will result in the “course withdrawal” notation (W) for courses that have not been completed. A student is not</li> </ul>	<ul style="list-style-type: none"> <li>“Leave of Absence” is noted on the student’s official transcript.</li> <li>Submission of a leave of absence request after the published deadline to drop classes will result in the “course withdrawal” notation (W) for course that have not been completed. A student is not</li> </ul>

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	<p>eligible to take an incomplete or receive a grade for a course when the leave date precedes the class end date.</p> <ul style="list-style-type: none"> <li>▪ The student will receive a grade for any course that was completed prior to the leave of absence request date.</li> </ul>	<p>eligible to take an incomplete or receive a grade for a course when the leave date precedes the class end date.</p> <ul style="list-style-type: none"> <li>▪ The student will receive a grade for any course that was completed prior to the leave of absence request date.</li> </ul>
<i>Return Process</i>	<ul style="list-style-type: none"> <li>▪ <i>Student:</i> Must submit documentation indicating fitness to resume their education at Cornell, which should include one or more of the following: <ul style="list-style-type: none"> <li>○ Health care provider documentation form</li> <li>○ Personal statement form</li> <li>○ Medical records</li> <li>○ Accommodation recommendations</li> </ul> </li> <li>▪ <i>Health Leaves Coordinator:</i> May request additional information or documentation to establish the student's fitness to resume their education at Cornell.</li> <li>▪ <i>Health Leaves Coordinator:</i> Responsible for consulting with the student; Student Disability Services; the college; and a health care provider, if needed, before granting a return from the Health Leave of Absence.</li> <li>▪ <i>Health Leaves Coordinator:</i> Responsible for granting the return based on documentation of the student's fitness to return and the college's confirmation that prearranged academic conditions have been fulfilled.</li> <li>▪ <i>College:</i> Designated office is responsible for processing the</li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Student:</i> Must submit a written request to return from leave of absence in accordance with college procedures.</li> <li>▪ <i>College:</i> Designated office is responsible for approving and processing the return from leave request and term activating the student.</li> </ul>

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	return from leave request and term activating the student.	
<i>Appeal Process</i>	<ul style="list-style-type: none"> <li>▪ <i>Student:</i> May appeal the return decision by submitting a letter of appeal within five business days to a committee chaired by the Director of Student Disability Services.</li> <li>▪ <i>Student:</i> May appeal any conditions placed by their college based on curriculum sequencing or academic actions by following their college's applicable appeal process, if any.</li> <li>▪ Appeals regarding return decisions will be considered only when the student can provide relevant new information, if incorrect facts were used, or in the event of a substantial procedural error.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Student:</i> May appeal their college's decision by following their college's applicable appeal process, if any.</li> <li>▪ <i>College:</i> Responsible for approving a request to take or return from a leave of absence.</li> </ul>