

SKIDMORE COLLEGE
APPLICATION FOR A PERSONAL OR MEDICAL LEAVE OF ABSENCE

PERSONAL OR MEDICAL LEAVE OF ABSENCE

A personal or medical leave may be granted for one semester or a full-year to students with personal, financial, or other obligations, which require their serious attention.

NAME: _____

CLASS YEAR: _____

ADVISOR NAME: _____

I am requesting a personal leave medical leave for the following period of time:

Fall Semester 20____ Spring Semester 20____ Academic Year 20____ - 20____

Required: Please attach an explanation of your reason(s) for requesting the leave. If you are applying for a medical leave of absence, please also attach medical documentation to support your request. If medical documentation cannot be provided at the time of your request, it **must** be forwarded to the Office of Academic Advising **within two weeks** of departing campus. Please note that any medical leave taken for the academic year or for the spring semester will automatically extend through both summer sessions. A student on medical leave is rarely permitted to return to campus during the summer, and may do so only after submitting a petition to the Committee on Academic Standing by the established date. Students returning from medical leave may not register for summer classes at Skidmore until after their petitions have been reviewed and approved by the Committee on Academic Standing.

Official correspondence from our office will be sent to you and your parents' permanent/home address unless we are otherwise notified.

Student Agreement: I have read the "Information on Personal and Medical Leaves of Absence" and agree to the policies on registration, housing, financial aid, refunds, deposits and other stipulations pertaining to my leave once it is approved. **I understand that the College will communicate with my parents or guardian before a personal or medical leave is approved. I also understand that my parents or guardian will be copied on all correspondence concerning the process for returning from a medical leave of absence.**

_____ Date: _____
(Student Signature)

FOR OFFICE USE ONLY:	PARENT CONTACTED: _____
___ Approved [effective: _____ through: _____]	date: _____ by: _____
CAS Official: _____	Date: _____
Status-List notified: _____	Documentation received: _____ Faculty notified: _____ Letters sent: _____

Please return this form to:	Skidmore College Office of Academic Advising 815 N. Broadway ~ Starbuck Center Saratoga Springs, NY 12866 Office: (518) 580-5720 Fax: (518) 580-5749
-----------------------------	---

INFORMATION ON PERSONAL OR MEDICAL LEAVE OF ABSENCE

Procedures for Obtaining a Personal Leave

1. Consult with your faculty advisor, the Counseling Center, and the Career Development Center to help you plan the most productive use of your time away from the College.
2. Make an appointment with a staff member in the Office of Academic Advising to discuss your plans and submit your application. The Committee on Academic Standing will notify you of its decision.
3. Before you return for a future semester, and depending on the nature of your leave, you may be required to submit an "Application for Return from Leave of Absence" which includes an evaluation from your medical professional.

Procedures for Obtaining a Medical Leave

1. Discuss the leave with the College physicians or counselors and the Office of Academic Advising to help determine the length of absence and its effects on your progress toward the degree. Medical Leaves approved for the spring semester will include the summer term. If you wish to submit a petition to the Committee on Academic Standing to be permitted to take summer courses at Skidmore, you must do so by May 1.
2. Submit an application accompanied by a physician's letter to the Office of Academic Advising. This application will be reviewed by the Committee on Academic Standing. Note that all medical documentation is sealed for privacy and will not become part of your permanent record.
3. Before you return from medical leave, you and your medical professional must complete and submit a "Return from Medical Leave" application to the Office of Academic Advising. This application will be reviewed by the Committee on Academic Standing.

Policies on Personal and Medical Leaves

1. **Leaves are contingent upon the student's good academic and financial standing with the College and subject to the College's deposit and refund policies. It is the student's responsibility to keep his or her financial record in order. See "Fees and Expenses" in the Skidmore *Catalog*.**
2. A leave of absence may affect the student's eligibility for financial aid, the schedule for repayment of federal loans, and his or her eligibility for athletic team competition. Students should carefully check on these possibilities with the Office of Financial Aid.
3. While a leave of absence is sometimes helpful to the student who is having academic problems, a leave may not be granted to a student who is facing possible disqualification from the College.
4. Once the Committee on Academic Standing approves a leave, the student will be considered officially on leave for the period designated on the leave application and will be withdrawn from all classes. Furthermore, the student will be withdrawn from the current residence hall assignment and must vacate his or her residence hall within 24 hrs. Thus, the student may not pre-register for courses or participate in room drawing for the leave period. The College will approve a student's request to cancel a leave scheduled for a future semester **only** when enrollments and residence space permit.
5. Skidmore registration materials and housing information will be sent to the student's home address, unless the student on leave makes other arrangements with the appropriate offices of the College.
6. The student on leave will be expected to return to Skidmore after the expiration of the leave period and to pay tuition and other fees in accordance with the regular fee payment schedule.
7. Personal and medical leaves will not be accepted by the Committee on Academic Standing as substitutes for the academic leave process. **While on a leave, a student may receive no Skidmore academic credit for work taken at domestic institutions with the following exception:** If a student is admitted to and succeeds in a properly accredited program, he/she may petition the Committee on Academic Standing for acceptance of a **maximum of eleven semester hours (per semester)** of credit for inclusion as part of the Skidmore record.
8. Students may not use a personal or medical leave for international study, and there is no pre-approval process for credits taken while abroad.

Bursar's Office

Student Accounts Implications:

The College's policy states, "A student granted an **academic or personal leave of absence** will be given a refund for prepaid tuition, room, and board charges in accordance with the college refund policy for the semester or semesters the student will not be in attendance at Skidmore. The advance returning deposit of \$400 will be deducted from the refund to reserve a place for the student's return. Students granted a **medical leave of absence** will be given a refund in accordance with the college refund policy. A tuition insurance plan is offered by Skidmore to insure that up to 100 percent of a semester's tuition and room fees are returned to a student when the student has to withdraw from school due to a medical reason." Please see the *Catalog* under to the "Other Expenses" section for additional information on the tuition insurance plan. In the event that no refund is due, the deposit must be paid prior to the last day of classes of the last semester of attendance or upon notification of the leave approval, whichever is later. Failure to remit the appropriate deposit will jeopardize your leave status.

For specific questions regarding refunds, please contact the Bursar's Office in Starbuck Center, or at 518-580-5830. For specific questions regarding financial aid, loan payments, etc., please contact the Office of Financial Aid located in Starbuck Center, or at 518-580-5750.

****Note:** For students receiving Financial Aid, federal regulations enacted in the spring of 1995 may have an impact on loan repayment schedules, etc. Please contact the Office of Financial Aid for complete information **before** taking a personal or medical leave.

OFFICE OF RESIDENTIAL LIFE

Those students who have an approved leave:

1. Should be aware that, once the Committee on Academic Standing has approved a leave, the Office of Residential Life will be notified and will reassign the student's room; the student must vacate his or her room within 24 hours (as outlined in the Room and Board agreement). The College will approve a student's request to cancel a leave only when enrollments and residence space permit.
2. Should work directly with the Office of Residential Life before departure.
3. SHOULD COMPLETE AND RETURN A HOUSING PREFERENCE FORM TO THE OFFICE OF RESIDENTIAL LIFE PRIOR TO DEPARTING FROM SKIDMORE.
4. Should pay the room deposit fee (and other required deposits) to the Bursar's Office. Failure to do so will result in the student's being unable to participate in any room-draw process.

Returning from a leave:

1. While on leave during the Fall, inform the Office of Residential Life in writing on or before November 1, confirming your return in the Spring semester.
2. While on leave during the Spring or full year, inform the Office of Residential Life in writing on or before March 1, confirming your return in the Fall Semester.
3. If you do not confirm your return and residence hall space has been reserved for you, you will be charged for the room even if you do not make use of it. (Your filing of a Housing Preference Form essentially constitutes a lease agreement and precludes assignment of residence hall space to another student.)

OAA 01/13

The Housing Preference Form for The Office of Residential Life
is on the next page and should be returned separately to them at:

Office of Residential Life
Rounds Hall-1st floor
Skidmore College
815 N. Broadway
Saratoga Springs, NY 12866

Office: (518) 580-5765
Fax: (518) 580-5792

**SKIDMORE COLLEGE
OFFICE OF RESIDENTIAL LIFE
HOUSING PREFERENCE FORM**

Name _____ Class _____ Date _____

Leave Location _____

Cell Phone and Skidmore Email Address _____

Home Address _____

I am returning _____
Semester Year

PLEASE NOTE: To be eligible to participate in the room selection process (this includes the Off Campus Drawing), you must pay your Returning Student Deposit.

I prefer (list at least 3 residence hall choices):

_____ Single _____ Double

Residence Halls _____

_____ Apartments _____

_____ Off Campus (Off campus living is available for a limited number of students.)

I am a smoker _____ Yes _____ No

I prefer: ___ Women's Floor ___ Gender Neutral

Fall returners, please complete the following to aid us in room selection for the next academic year:

_____ I have arranged for a friend to draw for me _____
Name

_____ I would like Residential Life to draw for me.

All residence halls (not apartments) are substance free. All residence halls and apartments are smoke free.

If we are unable to house you in a single room, you will be placed in a double room. Please list any information which should be considered in this placement.

Residential Life will attempt to house you in one of the residence halls you have indicated. However, it cannot be guaranteed that your preference will be accommodated.

This form must be returned to the Office of Residential Life when your leave is approved.

Office of Residential Life – 10/08