



JOHN BROWN
UNIVERSITY

JBU Medical Leave Policy

John Brown University cares deeply about the physical and mental health of its students. At times, a student may experience extreme medical or psychological circumstances that significantly impair their ability to function successfully or safely. Students are encouraged to prioritize their health and safety and take steps toward re-establishing their health, even if academic progress must be delayed. JBU supports students as they initiate a self-care plan. The University may also initiate actions that consider the welfare of the individual student and the JBU community.

There are two types of Leave

1. **Medical Leave** is available for students who, due to documented serious physical or psychological illness, need to leave the University during the semester without completing their coursework.
 - a. Medical leave is intended to enable a student to maintain his or her status as a student and most easily continue their education at a later date.
 - b. Medical leave may help a student maintain their health insurance or other dependency-related matters.
 - c. Students on medical leave are not regarded as having permanently withdrawn from the University and need **not** apply for readmission through the Admissions Office. However, students must be approved for fitness to return to campus through the process described in this policy.
2. **Medically Excused Status** is available for students to request if he or she is medically unable to complete the last two weeks of a semester but intends to return to the University at the beginning of the following semester.
Students with medically excused status must also be cleared to return to campus through the process described in this policy.

Both Medical Leave and Medically Excused Status require students to leave campus.

1. Students granted either Medical Leave or Medically Excused Status may not reside in the residence halls or participate in events intended for JBU students (trips, study abroad, residence hall activities, SEA activities, campus jobs, growth groups, athletics, or intramural activities, etc.).
2. Students on Medical Leave and Medically Excused Status may attend JBU events that are open to the broader community (plays, athletic events, etc.).

Initiation of Request for Medical Leave

A student requesting medical leave must request in writing to the Director of the Student Counseling Center or the Director of Health Services. The Director will direct the student to provide appropriate documentation from a physician, mental health provider, or other qualified caregiver who is not a family member. The Director may choose to consult with the student's health care provider, and will notify the registrar of the request.

Determination of Request

The Director of the Student Counseling Center or the Director of Health Services will make a decision approving or denying the medical leave request. The Director will provide a copy of the decision to the Registrar. The Registrar will notify appropriate offices on campus of the student's status and send a copy of the decision to the student for his/her records. Copies of the decision will be maintained in the student's Academic and Student Development files. The appropriate Director will maintain original documentation of the student's pertinent medical records.

Deadline for Application for Medical Leave

Requests must be initiated within a timely manner, ideally within one week of the student's last date of attendance. The deadline for requesting medical leave for the current semester must be made **before** finals week.

Effective Date of Medical Leave

A student whose request for medical leave is approved will be given medical leave status as of the date on which his or her request was made to the Director of Health or Counseling. The student will remain on medical leave status for the balance of that semester and may request an extension for the next semester by filing a request as described below.

A student whose request for medical leave is approved during the final two weeks before exams will be deemed **medically excused** for the balance of that semester.

Extension of Medical Leave

A student on medical leave may request a one-semester extension by providing new documentation to the Director of Health or Counseling by August 1 for the fall semester, December 1 for the spring semester or April 1 for the Summer term. The Director, in consultation with the Registrar, will make a decision approving or disapproving the request. The Director will provide a copy of the decision to the Registrar. Students who do not request an extension by the dates listed above will be withdrawn from the university at the end of the term.

Medical Leave status may continue no longer than two consecutive semesters. After this time, a student who does not return to the University will be deemed officially withdrawn.

Grades and Completion of Academic and University Responsibilities

1. **Medical Leave:** A student who requests medical leave is approved will be given a “W” (Withdrawal) in each course for which he/she is registered. No “I” (Incomplete) grades will be given. No credit for any course is earned when medical leave is granted, unless the course was completed and graded prior to the medical leave.
2. **Medically Excused:** A student whose request for medical leave is approved during the final two weeks of the semester will be deemed medically excused and may be given a grade of “I” for one or more courses with the approval of their faculty member(s) and the Registrar. When a grade of “I” is not deemed feasible, a “W” grade is awarded. It is the responsibility of the student to contact individual instructors to arrange for the timely completion of coursework. If the student does not complete work in a course within 30 days, the grade of “I” for that course will be changed to an “F”.

Chapel Credits:

1. **Medical Leave:** will have their chapel credits refreshed when they return.
2. **Medically Excused:** Students who are on medically excused status are responsible for contacting the Office of Christian Formation promptly to arrange for completion of chapel requirements

Determination of Fitness for Return to Campus

A student requesting to return from medical leave will be asked to sign a release of information with their physician or mental health provider, allowing the JBU Director (or his/her designee) to communicate with the physician, state-licensed mental health provider, or other qualified, non- relative health care provider. The provider will need to provide a recommendation for fitness to return. The provider’s recommendation will be taken into consideration by the Director but is not the sole determining factor. A release permitting consultation with persons at JBU, e.g., the Dean of Students, may also be requested to best determine the student’s fitness to return. Failure to sign a release of information (ROI) may result in an inability to determine a student’s fitness to return. The student may be required to have a meeting with one or more of the following: The Director of the Student Counseling Center, the Director of Health Services, the Director of Disability Services, and/or the Dean of Students. Additional stipulations may be required to return from medical leave. These will be communicated to the student when the leave is taken and evaluated prior to the return being granted.

The student must provide documentation from his or her physician, state-licensed mental health provider, or other qualified healthcare provider concerning current medical/psychological status **one month** before the start of the term you are hoping to enroll.

Lack of communication before the deadline will likely result in withdrawal from the university. All information will be reviewed, and a decision regarding fitness to return will be made by the Director who granted the leave.

The Director will notify the Registrar. The Registrar will notify the student and appropriate offices on campus if approval is given.

The granting of medical leave by the University does not guarantee that the student will be allowed to return.

Registration and Housing for Returning Students

A student on medical leave may register conditionally for courses and housing if he or she intends to return for the following semester. This must be done by the deadlines stipulated by those departments.

Registering for classes and housing does not guarantee that the student will be allowed to return.

Any money paid to the University as deposits against tuition or housing charges will be refunded in full if the student is not approved to return.

Financial Implications

It is the responsibility of the student to contact the Student Financial Services to discuss the implications of medical leave for his or her financial aid, scholarship, tuition, housing & fees. *No refund of charges will be made for students granted a status of medically excused.*

Involuntary Medical Leave

To provide a safe environment conducive to the achievement of the University's mission, the University may require a student to take medical leave involuntarily. This occurs when the student's behavior or emotional or psychological condition compromises minimal standards of academic performance and/or community life. At that time, the student would be qualified for medical leave. Students to whom this policy applies include, but are not limited to:

1. Students who are deemed to be in danger to themselves or others. Danger to self or others is here defined to include a risk of suicide, homicide, self-mutilation, accident, or assault substantially above the norm for college students, which necessitates unusual measures to monitor, supervise, treat, protect, or restrain the student to ensure his or her safety and the safety of others.
2. Students whose behavior is severely disruptive to others. Disruptive is defined to include behavior that causes emotional and/or physical distress to other students and/or staff substantially above that normally experienced in daily life. Such disruption may be in the form of a single incident or a pattern of behavior.
3. Students
 - a. who do not comply with the assessment or treatment required by the University officials.

- b. whose behavior or physical condition is likely to deteriorate to the point of permanent disability or dysfunction without such assessment and/or treatment.
- 4. Students whose physical or psychological conditions require specialized services beyond those available through the Student Counseling Center, Health Services, or some other service provided in the area.

Once a student's condition is assessed, the Director of the Student Counseling Center or Health Services will make a recommendation to the Dean of Students on whether the student should be required to take medical leave. The Dean of Students will make the final decision but may authorize other college officials to make the decision based on the contextual and individual circumstances. The Dean of Students will notify the student, the Director, and the Registrar of his or her decision. For the student to return to campus and resume coursework, they must follow the guidelines listed under "Determination of Fitness for Return to Campus." A student placed on involuntary leave may appeal the University's decision by submitting an appeal in writing to the Vice President of Student Development. The guidelines listed above, i.e., Extension of Medical Leave, Grades and Completion of Academic Work, Determination of Fitness for Return to Campus, and Registration and Housing for Returning Students, apply to students who are granted medical leave and to students placed on medical leave *involuntarily*.

*All students are encouraged to meet with Student Financial Services to discuss what financial implications may result from their involuntary medical leave status.

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Portions of this policy were adapted from the Medical Leave policies of Gordon College, Messiah College, and Pepperdine University.