



## POLICIES AND PROCEDURES GOVERNING LEAVES OF ABSENCE

### TYPES OF LEAVE

**Personal.** Students in good standing are eligible to request a leave of absence from the College for up to one year for personal reasons such as health of a parent, travel or internship opportunities, re-evaluation of career goals, financial difficulty, and the like. An application for leave should be submitted to the Office of Student Life prior to the semester for which the leave is requested. The Committee on Standards and Standing will act upon the request and send written notification to the student of the outcome.

**Medical.** A medical leave may be granted by the Committee on Standards and Standing for up to one year to students experiencing psychological or health problems during or prior to a semester in which they are enrolled. The medical leave may be initiated by the student or, in extenuating circumstances, by the Dean's designee in consultation with the Counseling Center and/or medical staff. In either situation, medical documentation from an appropriate health provider must accompany the application and verify the student's need for a leave. *Readmission following a medical leave requires medical clearance and is not automatic.*

### TRANSCRIPT NOTATION

A Leave of Absence is noted on the academic transcript in the student's last semester in attendance with the phrase "Leave of Absence." Should a student not return from a leave, the academic record and the notation on the transcript are changed to "Withdrew."

### FUTURE REGISTRATION

Students returning from a leave will be allowed to register for courses for the semester in which they return only after approval to return has been given. Registration may take place during the normal registration period or, if that period is over when approval is received, after the student is cleared to return. The student should contact the Registrar's Office for more information once cleared to return.

### TAKING COURSES WHILE AWAY FROM RHODES

Students may enroll in no more than two courses at another institution while on leave. Such enrollment requires approval of the Standards and Standing Committee, and the courses must be pre-approved for transfer credit by the appropriate department chair at Rhodes. The required form for the approval of transfer credit is available from the Registrar's Office or from the Registrar's website. All transfer credit policies apply to these courses. A student enrolling in more than two courses while on leave may have the leave revoked and may have to apply for readmission to Rhodes as a transfer student.

### DURING THE LEAVE

A student on leave may not reside on campus, attend classes, or participate in regular activities of the College.

Special permission must be obtained from the Dean of Students' office to visit campus. This request can be made in writing to the Dean of Students. Students will be held accountable for any policy violations, and behavioral issues may impact a student's ability to return.

### RETURNING FROM LEAVE

**Personal.** Students on personal leave must submit written notification of their intent to return in order to be cleared to return. This notification should be sent to Student Life Office by November 1 for a Spring Semester return or March 15 for a Fall Semester return.

**Medical.** All students on medical leave must receive medical clearance before being readmitted and enrolled. In order to initiate the clearance process, the student must provide all of the following to Student Life Office by November 1 for a Spring Semester return or March 15 for a Fall Semester return:

- A written explanation from the student that documents how the student has addressed and dealt with the behaviors/illness that caused difficulty when last enrolled. If applicable, the student should describe a health management plan for his/her return to Rhodes.
- Letters from the student's health care providers (licensed physician, psychiatrist, and therapist as appropriate) attesting to the student's readiness to return. These letters must be on the provider's office letterhead and must state support for the student's return to this academic environment as well as describe the student's diagnosis, treatment, number of visits, medication history, prognosis, and recommendations for continued treatment to help ensure the student's health and academic success. Letters from family members will not be accepted.
- A signed release form permitting the Dean of Students staff to speak with the health provider(s).

The Faculty Committee on Standards and Standing makes all determinations regarding returns from medical leave. Clearance to return is determined on a case-by-case basis and may be contingent upon additional restrictions or requirements for the student's safety and success. Such conditions will be conveyed to the student in writing.

## **FINANCIAL AID**

Anytime a student ceases attending the college, Rhodes may have to return federal, state, and/or institutional financial aid funds to the entity providing the funding. The Bursar's Office is charged with determining the amount of "unearned financial aid" received by the student and with instructing the Financial Aid Office to remove and return financial aid funds that have been disbursed to the student's account. Return of said funds may create a balance due the college, and it is the student's responsibility to pay that balance. The Bursar's Office will notify the student of any unearned financial aid funds returned and any balance due to the college by the student. Leaves in excess of 180 calendar days may require the student to enter the repayment period of student loans. The lender will contact the student should this occur.

Upon receiving approval to return to Rhodes, the student should contact the Financial Aid Office concerning the steps necessary for reinstatement of financial aid. It is the student's responsibility to secure financial aid funding prior to enrollment clearance. All eligibility requirements for financial aid apply and will be reviewed upon receipt of the student's request for financial aid. All appropriate financial aid applications and forms must be submitted prior to reinstatement of financial aid.

## **ON-CAMPUS HOUSING**

**Moving out:** The student is expected to be packed and moved out of campus housing no later than 48 hours after completing the Leave request. It is in the best interest of the student to have the room inspected by his/her Resident Assistant and any damages noted on the student's room condition report to avoid any charges. The room key should be returned to the RA, Residence Life Office, or to Rhodes Express in Burow Hall.

**Returning:** Once approval has been received to return to campus, the student is responsible for contacting the Residence Life Office to pursue on-campus housing. Students who have not fulfilled the residency requirement are required to live on campus; those who have fulfilled the requirement are encouraged to live on campus to help with the readjustment to academic life. If special housing accommodations are requested, students should contact Accessibility Services at 901-843-3815. Please note that there may be limited availability.

## **TUITION AND FEES**

Tuition and fees will be adjusted according to the withdrawal policies in the current Rhodes Catalogue, and the policies of the federal government regarding refunding of Title IV financial aid. Students for whom a balance is due to the college will have a final statement sent to their home address detailing the balance due. The same form will be sent to students who have a credit balance with the college with a refund check enclosed.

## **STUDENT ID and KEY FOB**

If the student is planning to return to Rhodes, s/he should keep the ID, but return the key FOB either to the RA, Residence Life Office, or to Rhodes Express.