

# LEAVES OF ABSENCE

## Student Leave Policy

NYU expects its students to maintain continuous enrollment in an academic program with the exception of summer breaks. However, it is sometimes necessary or desirable for a student to take a leave from enrollment for a period of time. Such leaves may be voluntary or involuntary, and will be handled in accordance with the NYU Student Leave Policy. Students must also refer to the bulletins and websites of their specific schools or visit their schools' administrative offices cited in the Policy for additional information concerning the impact of a voluntary or involuntary leave and any additional requirements for such leaves.

### Voluntary Leaves

#### Policy

New York University recognizes that situations may arise when a student may want to voluntarily interrupt their academic studies. The University is committed to handling reasonable requests for leaves in a responsible manner. This policy may not be used in lieu of disciplinary action to address any violations of University rules, regulations, policies, or practices. A student who is granted a voluntary leave while on academic and/or disciplinary status will return to that same status.

#### Definition

A voluntary leave is defined as an active student status representing an approved temporary break from University studies for one or more terms, and with intent to return in a future term. During a leave, students are not enrolled in classes (at any point during the term(s) in question), but degree-seeking students maintain matriculated status.

#### Applicability

This policy applies to all schools and divisions within New York University, except the School of Medicine and the Graduate Schools of the College of Dentistry and the Rory Meyers College of Nursing. Consult the websites of those schools for further information on their student leave policies. In addition to the procedures set forth in this policy, academic programs, departments, and schools may impose additional procedures or criteria to meet requirements for academic programs. Therefore, a student considering a voluntary leave should also consult their academic program, department, or school to determine whether there are further procedures that must be followed.

#### Basis for Leave

A voluntary leave may be requested for national service, serious illness, or for personal or financial reasons. Since certain academic programs, departments, or schools may have additional specific criteria for voluntary leave, a student considering a voluntary leave should also consult their academic program, department, or school in addition to consulting this policy. A voluntary leave should be requested prior to the semester in which the leave is taken, if possible. A student on a voluntary leave may not enroll in another academic institution during the period of leave without prior approval from their academic program, department, or school.

A student who is granted a voluntary leave is still required to complete all degree requirements within the specified time of enrollment. A leave does not extend the specific time period for obtaining a degree unless a waiver is granted by their academic program, department, or school.

This policy does not have any effect on the exemption of students from student loan repayments. Before taking a voluntary leave of absence, a

student should contact their lender regarding repayment obligations that may arise as a result of their leave. A student should also consult the University's Financial Aid Office to discuss any impact the leave may have on financial aid.

#### Duration of Leave

Except where a leave is mandated by compulsory national service, or where an academic program, department, or school indicates otherwise, a voluntary leave may be granted by the Dean of the School or the Dean's designee. The duration of the leave generally will be a minimum of one academic semester, or an equivalent four month period, to a maximum of two academic semesters or the equivalent in months (8 months).

Leaves taken for compulsory national service are granted for a duration of a maximum of four academic semesters. An extension or reduction of the leave period may be granted for good cause. Students cannot be reinstated for a particular semester after the registration deadline for that semester has passed.

#### Procedures

The student should discuss a leave of absence with their academic advisor.

The student must submit a request for a Leave of Absence via Albert Student Center. The student may be required to complete additional forms required by their academic program, department, or school, and provide supporting documentation. The Leave of Absence request is submitted to the Dean or the Dean's designee of the student's academic program, department, or school for review and approval.

If the student is seeking a voluntary leave due to a medical or psychological condition, the Dean or Dean's designee must confer with either the Director of Counseling and Behavioral Health Services<sup>1</sup> (or their designee); the Medical Director of the Student Health Center (or their designee); and/or the Moses Center (if the student is registered with the Center) depending on whether the leave is for a psychological or medical condition. For voluntary leaves based on psychological or medical conditions, an evaluation with Counseling and Wellness Services and/or the Medical Services Division of the Student Health Center may be required at no charge to the student. **Note:** Students Who Are Studying Away - See Below

The student will be notified by email (to their NYU email address) of the approval or denial of the request for a leave. If the request is approved, the Dean or Dean's designee will communicate terms and conditions of the leave. If a voluntary leave is approved, access to the student's e-mail account will continue. The student may visit the campus and any other University-owned facilities only with the written permission of the Dean or the Dean's designee. The notation "Leave of Absence" will be entered on the student's transcript.

#### Study Abroad Students

A current NYU student who is studying away at an NYU campus or academic center at the time a voluntary leave is sought due to a medical or psychological condition must be evaluated by the NYU-affiliated provider retained at the study abroad site. The student will sign a release authorizing the on-site evaluator to discuss the evaluation with the local site staff and either the New York City Campus Director of Counseling and Behavioral Health Services (or their designee) or the Medical Director of the Student Health Center (or their designee), depending on whether the leave is for a medical or psychological condition. Based on the consultation with the on-site evaluator and any information that may be provided by the student's own health care provider, the Director of Counseling and Behavioral Health Services or the Medical Director of the

Student Health Center will recommend to the Dean or Dean's designee whether the leave is warranted.

### **Return from a Voluntary Leave/Re-enrollment**

On/about six (6) weeks prior to the first day of classes of the semester in which the student seeks to return, the student must notify the Dean of their school or the Dean's designee, of the Intention to return or re-enroll at the conclusion of the leave period. The student must also notify the Housing Department if he or she plans to return to on-campus housing. (See Par. 4 Below) Students who were on leave due to a medical or psychological condition must notify either the Director of Counseling and Behavioral Health Services (or their designee) or the Medical Director of the Student Health Center (or their designee) to schedule an assessment interview, depending on whether the leave was due to a medical or psychological condition. The student must also notify the Moses Center if the student was registered with the Center prior to taking the leave.

If the voluntary leave was due to a psychological or medical condition, the student must have their health care provider complete a "Certificate of Readiness to Return" form and be assessed (at no charge to the student) by the Director of Counseling and Behavioral Health Services (or their designee) and/or the Medical Director of the Student Health Center (or their designee), who will provide a recommendation to the Dean or the Dean's designee regarding the student's fitness to return/re-enroll. Upon request, the student will authorize his/her health care provider to provide NYU with additional medical or psychological information relevant to assessing the student's fitness to return/re-enroll. The Dean's decision regarding re-enrollment will be made following consideration of the recommendation provided by Behavioral Health Services and/or Medical Services Division, and any other relevant University Office, taking into account information provided by the student's health care provider.

Except where an academic program, department, or school indicates otherwise, a student who is not granted an approved leave extension, and also fails to enroll for the return term approved by the Dean or Dean's designee, will be required to apply for readmission.

If the voluntary leave was due to a medical or psychological condition, administrative placement in student housing is guaranteed upon reenrollment to eligible students.<sup>2</sup> If the voluntary leave was for any other reason, student housing is not guaranteed.

Failure to contact the academic program, department, or school within the designated time period may result in the denial of re-enrollment (or the guarantee of housing, if applicable).

If the approved voluntary leave is due to a psychological or medical condition, the student must successfully complete one academic semester (Fall or Spring) of full-time coursework on their degree campus before enrolling in an NYU Study Away Program.

### **Appeal of Decision Denying Re-enrollment**

A student may appeal a decision denying re-enrollment to the Provost (or the Provost's designee) in writing within ten (10) business days (excluding weekends and federal and state holidays) of receiving the decision. The Provost shall review the record and any additional information submitted by the student and render a decision within ten (10) business days (excluding weekends and federal and state holidays) of receiving the appeal. The Provost's decision shall be final. The Provost may extend the time limits set forth above as necessary.

## **Involuntary Leave**

### **Policy**

New York University may place a student on an involuntary leave of absence from that student's academic program when that student:

1. poses a direct threat to health and safety of self or others;<sup>3</sup> and
2. is not able or not willing to take a voluntary leave of absence.

This policy may not be used in lieu of disciplinary actions to address any violations of University rules, regulations, policies, or practices. A student who is placed on an involuntary leave while on academic and/or disciplinary status will return on that same status.

### **Applicability**

This policy applies to all schools and divisions within New York University, except the School of Medicine and the graduate divisions of the College of Dentistry and the Rory Meyers College of Nursing. Consult the websites of those schools for further information on their student leave policies.

### **Procedures**

When an involuntary leave is under consideration, the Dean or the Dean's designee will notify the Vice President for Student Affairs, Executive Director of the Student Health Center (if relevant); the Moses Center (if the student is registered with the Center); the Assistant Vice President for Residential Education (if the student is in a campus residence); and the Vice-President of Global Campus Safety (if relevant). A psychological and/or medical evaluation (at no cost to the student) may be required and completed by the Director of Counseling and Wellness Services (or their designee) and/or the Medical Services Division of the Student Health Center (or their designee) if the conduct giving rise to the involuntary leave was caused by a medical or psychological condition. The student will be asked to provide relevant medical and/or psychological information from their health care provider. Note: Students Who Are Studying Away - See Below

Following the review of a completed psychological and/or medical evaluation (if relevant) and upon consideration of recommendations made by any of the University offices identified above, a decision will be reached by the Dean or the Dean's designee. The student will be informed in writing of the decision and the terms and conditions of the leave and re-enrollment.

If a student is placed on an involuntary leave, and at the discretion of the Dean or the Dean's designee, the student's Identification card may be returned to the Card Center with a written request not to re-issue another Student NYUCard until further notice. The student may visit the campus and any other University-owned facilities only with the written permission of the Dean or the Dean's designee. Such permission may be set forth in the letter notifying the student of the involuntary leave. Otherwise, the student must be off the campus during the approved period of leave. The NYU Office of Campus Safety will be notified of the student's involuntary leave and will take appropriate steps to limit access of the student during the approved period of the involuntary leave.

The relevant academic program, academic department, or school will be responsible for notifying the appropriate University offices, administrators, faculty advisors, and instructors of the involuntary leave.

The notation "Leave of Absence" will be entered on the student's transcript.

### Study Away Students

When an involuntary leave is sought for a current NYU student studying away an NYU campus or academic center, the student must be evaluated by the NYU-affiliated provider retained at the study abroad site. The student will sign a release authorizing the on-site evaluator to discuss the evaluation with the local site staff and either the New York City Campus Director of Counseling and Behavioral Health Services (or their designee) or the Medical Director of the Student Health Center (or their designee), depending on whether the leave is for a medical or psychological condition. Based on the consultation with the on-site evaluator and any information that may be provided by the student's own health care provider, the Director of Counseling and Behavioral Health Services or the Medical Director of the Student Health Center will recommend to the Dean or Dean's designee whether the leave is warranted.

### Appeal of an Involuntary Leave Decision

A student who is placed on an involuntary leave may appeal the decision to the Provost (or the Provost's designee) within ten (10) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing and should set forth the basis for the appeal. The Provost shall review the record and any additional information submitted by the student. The Provost has ten (10) business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final. The Provost may extend the time limits set forth above as necessary.

### Duration of Leave

The duration of the leave will be no less than one full academic semester or an equivalent four month period excluding the semester in which the student is required to leave to a maximum of two academic semesters or the equivalent in months (8 months). An extension of the leave period may be granted for good cause. Students cannot be reinstated for a particular semester after the registration deadline for that semester has passed.

### Return from an Involuntary Leave/Re-enrollment

On/about six (6) weeks prior to the first day of classes of the semester in which the student seeks to return, the student must notify the Dean (or the Dean's designee) of their school, in writing of the intention to return/re-enroll at the conclusion of the leave period. The student also must notify the Housing Department if seeking on-campus housing upon return, and the Moses Center if the student was registered with the Center prior to the leave. (See Par. 5 Below) If the conduct giving rise to the involuntary leave was caused by a psychological or medical condition, the student must also notify either the Director of Counseling and Behavioral Health Services (or their designee) or the Medical Director of the Student Health Center (or their designee) to schedule an assessment interview, depending on whether the involuntary leave was due to a medical or psychological condition.

If the conduct giving rise to the involuntary leave was caused by a psychological or medical condition, the student must have their health care provider complete a "Certificate of Readiness to Return" form and be independently assessed by the Director of Counseling and Behavioral Health Services (or their designee), and/or the Medical Director of the Student Health Center (or their designee) regarding the student's fitness to return/re-enroll. Upon request, the student will authorize his/her health care provider to provide NYU with additional medical or psychological information relevant to assessing the student's fitness to return/re-enroll.

Following the review of the re-enrollment request and upon consideration of recommendations made by any of the relevant University offices and

information provided by the student's health care provider, a decision will be reached by the Dean or the Dean's designee regarding whether the student may return/re-enroll in their academic program and the terms and conditions of such a return. The Dean or Dean's designee will notify the appropriate offices and administrators, including the Vice President of Global Campus Safety, as to whether the student is permitted to return.

Except where an academic program, department, or school indicates otherwise, a student who is not granted an approved leave extension, and also fails to enroll for the return term approved by the Dean or Dean's designee, will be required to apply for readmission.

If the involuntary leave was due to a medical or psychological condition, administrative placement in student housing is guaranteed upon re-enrollment to eligible students.<sup>4</sup> If the involuntary leave was for any other reason, student housing is not guaranteed.

Failure to contact the academic department within the designate time period may result in the denial of re-enrollment and/or the guarantee of housing upon return.

If the involuntary leave is due to a psychological or medical condition, the student must successfully complete one academic semester (Fall or Spring) of full-time coursework on their degree campus before enrolling in an NYU Study Away Program.

### Appeal of Decision Denying Re-enrollment

A student may appeal a decision denying re-enrollment to the Provost (or the Provost's designee) in writing within ten (10) business days (excluding weekends and federal and state holidays) of receiving the decision. The Provost shall review the record and any additional information submitted by the student and render a decision within ten (10) business days (excluding weekends and federal and state holidays) of receiving the appeal. The Provost's decision shall be final. The Provost may extend the time limits set forth above as necessary.

### Other Leave Issues

#### Notification of Parent or Other

The University reserves the right to notify a parent or guardian if deemed appropriate under the circumstances and applicable laws, including making arrangements for the family member to pick up the student from the University's premises.

#### Confidentiality of Information Regarding Leaves

The University will maintain the confidentiality of information regarding voluntary and involuntary leaves in accordance with federal, state, and local law, and to the greatest extent consistent with the goal of processing such leaves.

#### Confidentiality of Records

All records concerning both voluntary and involuntary leaves of absence are confidential and the official copy of such records shall be retained by the Office of the Registrar, Dean or the Dean's designee of the academic program, department, or school. Access to these records is limited by appropriate federal, state, and local law. Such records will be maintained according to University Records Retention & Destruction policy.

1

Formerly known as the "Student Counseling Center".

2

Please consult NYU Housing Policy for eligibility criteria.

3

According to the U.S. Department of Education's Office of Civil Rights the following steps should be taken in a "direct threat" situation:

1. The college needs to make an individualized and objective assessment of the student's ability to safely participate in the college's program, based on a reasonable medical judgment relying on the most current medical knowledge or best available objective evidence;
2. There must be a high probability of substantial harm and not just a slightly increased, speculative, or remote risk;
3. The assessment must determine the nature, duration, and severity of the risk, the probability that the potentially threatening injury will actually occur, and whether reasonable modifications of policies, practices, or procedures will sufficiently mitigate the risk;
4. A student's observed conduct, actions, and statements should be considered, not mere knowledge or belief that the student is an individual with a disability; and
5. Procedures should be followed to ensure that a student with a disability is not subjected to an adverse action based on unfounded fears, prejudice, and stereotypes. Where safety is of immediate concern, a college may remove a student from the campus pending a final decision against the student as long as the student has had notice of the removal and an initial opportunity to be heard, and a full opportunity to be heard and appeal rights are offered after the removal.

4

Unless the University revokes the guarantee for cause as a term and condition of re-enrollment.