

## **NEW YORK UNIVERSITY'S STUDENT LEAVE POLICY**

**Effective Date: February 6, 2007**

**Revised: July 7, 2008**

**Issuing Authority: Marc Wais, Office of the Vice President for Student Affairs**

**Responsible Officer: Thomas Grace - Director of Judicial Affairs and Compliance**

*NYU expects its students to maintain continuous registration 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.*

### **I. VOLUNTARY LEAVE**

**Policy:** New York University recognizes that situations may arise when a student may want to voluntarily interrupt his or her 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 a student's request to separate from the University for a temporary period.

**Applicability:** This policy applies to all schools and divisions within New York University, except the School of Medicine and College of Dentistry/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 his or her 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 a voluntary leave, a student considering a voluntary leave should also

consult his or her 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 his or her 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 his or her 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 his or her 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 for a maximum of two (2) semesters. An extension of the leave period may be granted for good cause.

**Procedures:**

1. The student should discuss a leave of absence with his or her academic advisor.
2. The student must complete a "Leave of Absence Form" and any other forms required by his or her academic program, department, or school, and provide supporting documentation. The "Leave of Absence Form" is submitted to the Dean or the Dean's designee of the student's academic program, department, or school.
3. 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 his or her designee); the Medical Director of the Student Health Center (or his or her designee); and/or the Moses Center (if the student is registered with the Center) depending on whether the leave is for a medical or psychological condition. For voluntary leaves based on psychological or medical conditions, an evaluation with

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<sup>1</sup> Formerly known as the "Student Counseling Center".

Counseling and Behavioral Health 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 Abroad - See Below**

4. The student will be notified in writing by the Dean or the Dean's designee of the approval or denial of the request for a leave. If the request is approved, the terms and conditions of the leave shall be set forth in the approval letter.
5. The relevant program, academic department, or school will be responsible for notifying the appropriate University offices, administrators, faculty advisors, and instructors of the approval of the leave.
6. If a voluntary leave is approved, the Student Identification card is to be returned to the University<sup>2</sup> and access to the student's e-mail account will continue, unless the Dean decides otherwise. 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 will be set forth in the letter approving the voluntary leave.
7. The notation "leave of absence" will be entered on the student's transcript.

**Study Abroad Students:**

For a student who is studying abroad at the time a voluntary leave is sought due to a medical or psychological condition, that 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 his or her designee) or the Medical Director of the Student Health Center (or his or her 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 Director of the Study Abroad program whether the leave is warranted.

**Return from a Voluntary Leave/**

1. At least (6) weeks (or earlier) before registration for the semester in which the leave is to end, the student must notify the Dean

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<sup>2</sup> If the Dean or the Dean's designee decides to limit the access of a student to campus while on voluntary leave, the Dean or the Dean's designee should return the Student Identification card to the Student I.D. Center with a written request not to re-issue another Student Identification card until further notice.

**Re-enrollment:**

of his or her school or the Dean's designee, in writing, 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 his or her designee) or the Medical Director of the Student Health Center (or his or her 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.

2. If the voluntary leave was due to a psychological or medical condition, the student must have his or her health care provider complete a "Certificate of Fitness to Return" and be assessed (at no charge to the student) by the Director of Counseling and Behavioral Health Services (or his or her designee) and/or the Medical Director of the Student Health Center (or his or her 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.
3. Except where an academic program, department, or school indicates otherwise, a student who fails to register for classes after three (3) consecutive semesters must apply for readmission.
4. If the voluntary leave was due to a medical or psychological condition, administrative placement in Student housing is guaranteed upon re-enrollment to eligible students.<sup>3</sup> If the voluntary leave was for any other reason, student housing is not guaranteed.
5. 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).
6. If the voluntary leave was due to a psychological or medical condition, the student must successfully complete one academic semester (Fall or Spring) of full-time coursework before enrolling in an NYU Study Abroad Program.

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<sup>3</sup> Please consult NYU Housing Policy for eligibility criteria.

**Appeal of Decision** 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.

**Denying**

**Re-enrollment:**

## **II. 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>4</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 College of Dentistry/College of Nursing. Consult the websites of those schools for further information on their student leave policies.

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<sup>4</sup> 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.

**Procedures:**

1. When an involuntary leave is under consideration, the Dean or the Dean's designee will notify the Vice President of Student Affairs, the Assistant Vice President for Student Health/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); the Section 504 Coordinator<sup>5</sup>; and the Vice-President of Public 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 Behavioral Health Services (or his or her designee) and/or the Medical Services Division of the Student Health Center (or his or her 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 his or her health care provider. **Note: Students Who Are Studying Abroad - See Below**
2. 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.
3. If a student is placed on an involuntary leave, the Student Identification card is to be returned to the University<sup>6</sup> and access to his or her e-mail computer account may be suspended at the discretion of the Dean or the Dean's designee. 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 Public Safety will be notified of the student's involuntary leave status and will take appropriate steps to limit access of the student during the approved period of the involuntary leave.
4. The relevant academic program, academic department, or school will be responsible for notifying the appropriate University offices<sup>7</sup>, administrators, faculty advisors, and instructors of the involuntary leave.

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<sup>5</sup> Thomas Grace of the Office of the Vice President for Student Affairs should be notified at (212) 998-4403.

<sup>6</sup> The Dean or the Dean's designee should return the Student Identification card to the Student I.D. Center with a written request not to re-issue another Student Identification card until further notice.

<sup>7</sup> Thomas Grace of the Office of the Vice President for Student Affairs should be notified at (212) 998-4403

5. The notation “leave of absence” will be entered on the student’s transcript.

**Study Abroad Students:**

For a student who is studying abroad at the time a voluntary leave is sought due to a medical or psychological condition, that 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 his or her designee) or the Medical Director of the Student Health Center (or his or her 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 Director of the Study Abroad program 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:**

No fewer than one (1) full academic semester (excluding the semester in which the student is required to leave) and no longer than two (2) full academic semesters. An extension of the leave period may be granted for good cause.

**Return from an Involuntary Leave/ Re-enrollment:**

1. At least six (6) weeks (or earlier) before registration for the semester in which the student is expected to return, the student must notify the Dean (or the Dean’s designee) of his or her 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 his or her designee) or the Medical Director of the Student Health Center (or his or her designee) to schedule an assessment interview, depending on whether the involuntary leave was due to a medical or psychological condition.

2. If the conduct giving rise to the involuntary leave was caused by a psychological or medical condition, the student must have his or her health care provider complete a “Certificate of Fitness to Return” and be independently assessed by the Director of Counseling and Behavioral Health Services (or his or her designee), and/or the Medical Services Division of the Student Health Center (or his or her 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.
3. 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 his or her 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 Public Safety, as to whether the student is permitted to return.
4. Except where an academic program, department, or school indicates otherwise, a student who fails to register for classes after three (3) consecutive semesters must apply for readmission.
5. 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>8</sup>. If the involuntary leave was for any other reason, student housing is not guaranteed.
6. Failure to contact the academic department within the designated time period may result in the denial of re-enrollment and/or the guarantee of housing upon return.
7. If the involuntary leave was due to a psychological or medical condition, the student must successfully complete one academic semester (Fall or Spring) of full-time coursework before enrolling in an NYU Study Abroad Program.

**Appeal of Decision** 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

**Denying**

**Re-enrollment:**

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<sup>8</sup> Unless the University revokes the guarantee for cause as a term and condition of re-enrollment.

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.

### **III. OTHER LEAVE ISSUES**

**Matriculation Fees:**

Students on a leave of absence will be charged matriculation fees unless indicated otherwise by his or her academic program, department, or school.

**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 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 destroyed seven (7) years after the student's graduation.

*New York University reserves the right to change, alter or modify this policy at any time at its discretion and without notice. This policy does not create a contractual agreement of any kind.*