

## **ACADEMIC, PERSONAL, MEDICAL LEAVE**

### **LEAVE OF ABSENCE OR WITHDRAWAL POLICY**

Each leave is for one semester, renewable for a second semester. No leave may extend for more than two consecutive semesters, although there is no limit to the total number of semesters that a student may accumulate.

#### I. Types of Leaves

1. Academic Leave: intended for students participating in approved programs away from Marietta College who wish to transfer credit back to Marietta upon their return to campus.
2. Personal Leave: intended for students who wish to take time away from Marietta College to pursue primarily non-academic activities. Students on personal leave may work, participate in an internship, or simply take time off to think about their goals. This leave is intended for students who plan to return to campus within one semester, although the leave may be extended for a second semester.
3. Medical Leave: intended for students who need to take time away from Marietta College for health reasons.

#### II. Types of Withdrawals

1. Withdrawal: intended for students who do not plan to return to Marietta College.
2. Transferring: for students who plan to seek a degree from another institution.
3. Involuntary Administrative Withdrawal: may be initiated by the Dean of Students for students who are suspended or dismissed due to Student Code of Conduct violations or who pose a direct threat to himself or herself; or may be initiated by the Provost for students who fail to demonstrate a serious academic effort.

#### III. Policy regarding grades in the event of a leave of absence or withdrawal

1. A grade of "W" will be recorded for each course for which a student was registered if the student withdraws from the College starting the first day of the semester but before the end of the ninth week of the semester.
2. "WF" will be entered if the student is withdrawn for social misconduct.
3. A grade of "WF" will be recorded for each course for which a student was registered if the student withdraws from the College after the ninth week of a semester. Under certain circumstances, such as family catastrophe or substantiated medical problems, grades of "W" may be recorded after the ninth week at the discretion of the Provost.
4. FOR LEAVE OF ABSENCE ONLY: An Incomplete (I) may be given when the student has completed a percentage of the course but, for reasons beyond his or her control, has to take a leave of absence. See p. 133 for rules regarding the grades of incomplete.

NOTE: Official transcripts will not be released by the Records Office until ALL outstanding financial obligations have been met.

The usual rules for transferring credit to Marietta College for classes taken elsewhere while on leave will apply to any academic work done by the student while on academic leave, personal leave, medical leave, or while withdrawn from Marietta College.

All academic suspensions and dismissals take precedence over any personal leaves, academic leaves, medical leaves, or withdrawals. If a student is already on probation or is placed on probation while on leave, the conditions of his or her probation are continued to the semester in which he or she returns to the College.

### **APPLYING FOR LEAVE OR WITHDRAWAL**

To apply for a leave or withdrawal the student must obtain the form from the Director of Retention and Student Engagement, have it signed by the appropriate person (s) and return the completed form to the Records Office.

### **RETURNING AFTER A LEAVE OF ABSENCE**

To return from Academic Leave, Personal Leave, or Medical Leave students must contact the Records Office at (740) 376-4723 or by email at [records@marietta.edu](mailto:records@marietta.edu) no later than 30 days prior to the first day of classes to complete a re-admission application.

For a Medical Leave - The Health and Wellness Center must receive a letter from the student's professional therapist, physician or both stating the student's medical situation and that he/she believes the student is able to live and work at Marietta College.

Students must be cleared by the following offices once the re-admission application is received: Dean of Students, Records Office, Financial Aid Office and Business Office