

## ACADEMIC, PERSONAL, or 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. Type 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:** Marietta College reserves the right to administratively withdraw a student who is not demonstrating a serious academic effort. Failure to demonstrate a serious academic effort is defined as, when in the judgment of the instructor, the student's ability to derive a meaningful educational experience with regard to the content and learning objectives of the course is impaired. This may include but is not limited to: excessive absences; failure to submit homework; and/or failure to complete quizzes, exams or other classroom-based measurements of progress as required by the specific course. Additional information can be found in the 2018-2019 Course Catalog.

Students residing in a residence hall must move out within 24 hours of withdrawing unless permission to remain longer is granted by the Office of Community Living.

#### Applying for Leave

To apply for leave, the student must complete a leave form from the Records Office, have it signed by the appropriate person(s), and return the completed form to the Records Office.

#### Returning from 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 Center for Health and Wellness 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: Student Life, Records Office, Student Financial Services, and Student Accounts.

Additional information regarding Leave of Absences and Withdrawals can be found in the [Undergraduate Course Catalog](#).