



Procedure for Requesting a Medical Leave of Absence

Graduate students may experience medical and/or psychological conditions that significantly impair their ability to perform their laboratory work, attend classes or fulfill Program requirements as per the Program Handbook. Such situations may require a student to take time away from their PhD studies to allow them to focus on their health and wellbeing. Students may learn more about and apply for a Medical Leave of Absence (MLOA) by contacting the [CU Anschutz Office of Student Outreach and Support](#) (see link below).

<https://www.cuanschutz.edu/student/support/medical-leave-of-absence>

MLOAs are subject to Campus Administrative Policy: [Medical Leave of Absence and Fit to Return](#), a copy of which is appended to this document (Appendix A).

The ORE contact for MLOAs is Morgan Phoebus (Morgan.Phoebus@cuanschutz.edu)
Tel: (303) 724 8488. Students may also schedule an appointment to discuss an MLOA using this link: <https://anschutzmloa.youcanbook.me>

Faculty can also refer a student to the Office of Student Outreach and Support via [Maxient](#).

The Office of Research Education (ORE) encourages and recommends Graduate students considering an MLOA to first speak with their advisor and Program representative and/or meet with the Business Services Program Director, Jodi Cropper, (jodi.cropper@cuanschutz.edu) to discuss options.

As the student's health and confidentiality are priorities, students are not required to notify their Programs, and may directly contact the Office of Student Outreach and Support.

Initiation of MLOA:

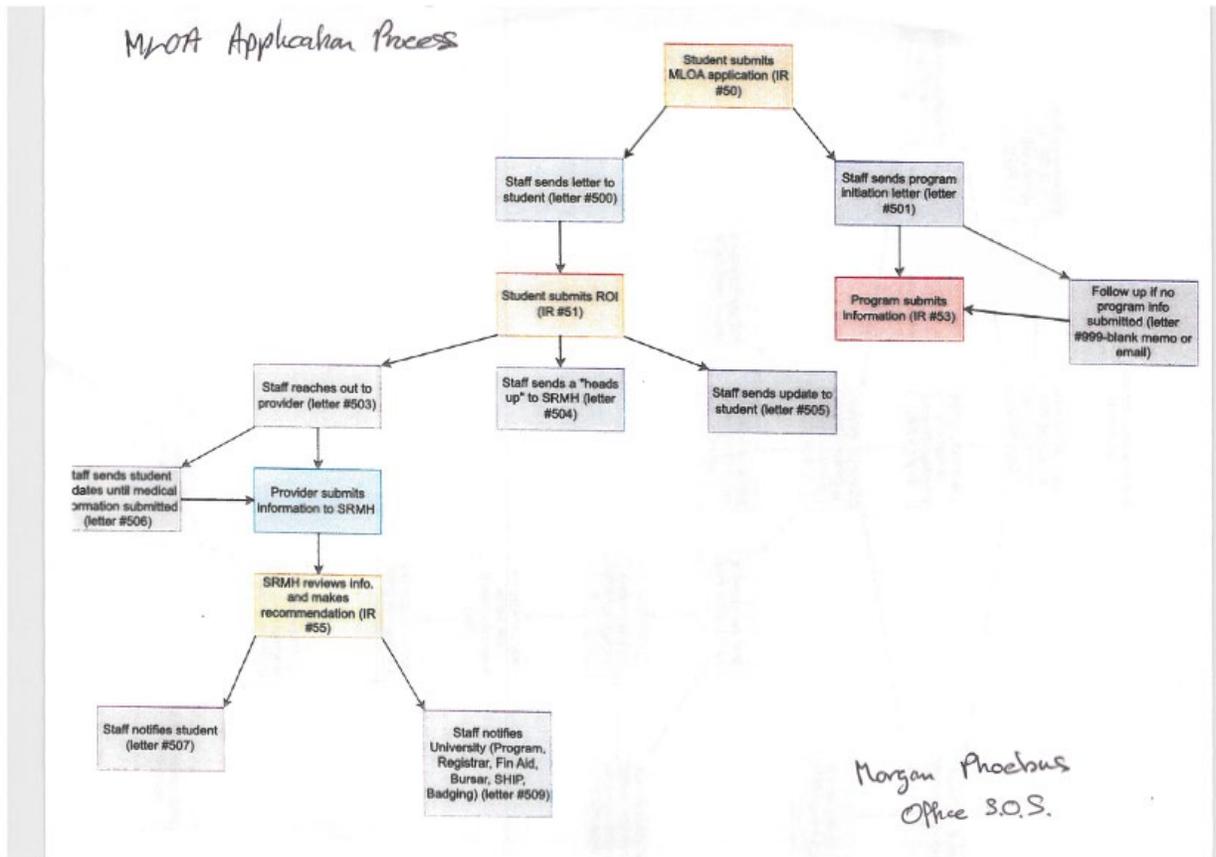
The Office of Student Outreach and Support (Morgan Phoebus) will contact Program Directors in response to a student application for MLOA and request details of student academic record, requirements, and any obligations the student must fulfill upon return from their leave of absence. Programs (PD/PA) will receive a notification that a request for MLOA has been initiated (Appendix B) and be asked to complete a web-based form: CU Anschutz Medical Leave of Absence Program Information- Appendix B.

Details of the process are detailed in the policy document (Appendix A) and are illustrated in the flow chart (Fig 1).

Note that the decision to grant/approve an MLOA resides with the Office of Student Outreach and Support and the Vice Chancellor for Student Affairs. A Program Representative or Advisor cannot deny an application. MLOAs are voluntary and a student cannot be required to take an MLOA. The [CARE team](#) can take actions to remove a student from the campus in case of a threat to themselves or others using a different [process](#).

Students may appeal a decision denying an MLOA to The Assistant Vice Chancellor for Student Affairs (Jan L. Gascoigne, PhD, MCHES).

Figure 1. MLOA Application Process

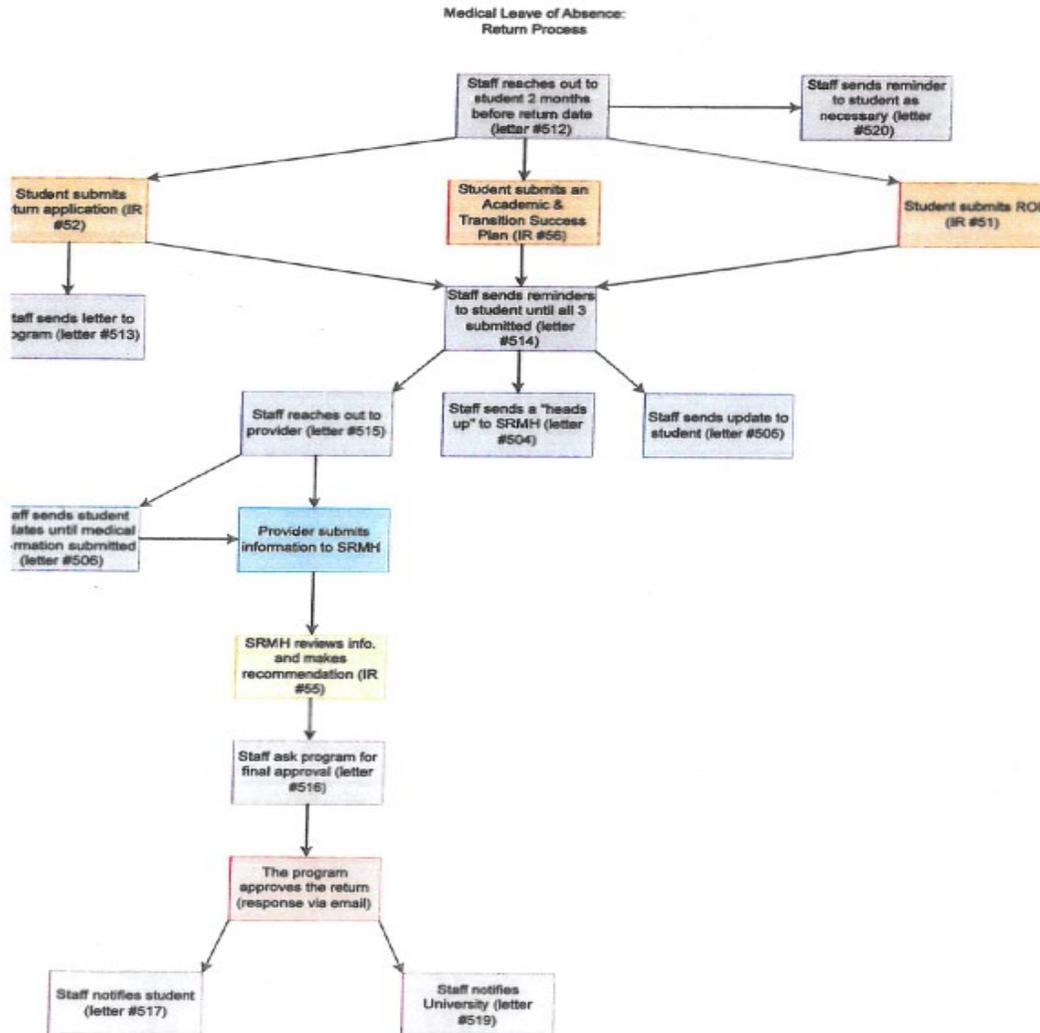


The Duration of an MLOA is typically at least a semester and can be up to a year. Extensions to MLOAs even beyond a year may be approved by the Office of Student Outreach and Support.

Return from MLOA:

Students must submit a application to return from MLOA to the Office of Student Outreach and Support using their portal, along with requisite medical documentation and evidence that they have fulfilled any other conditions for their return. The program will be notified upon receipt of the return application (see memo Appendix B) and will be asked to approve the students return. Programs should determine if any conditions they specified for return for MLOA have been met and outline the expectations and requirements for the student upon re-entry into the program. These may include; completing rotations and finding a lab, completing suspended classes and required coursework; passing Comps within appropriate deadline, Health and Safety requirements and meeting with the [Office of Disability Access and Inclusion](#) regarding any appropriate accommodations. The process is outlined in Fig 2.

Figure 2. MLOA Return Process



During a MLOA a student may not be enrolled in any classes in the CU system. Their academic record is “paused”, and the time-to-degree requirement is extended by the duration of their leave.

If possible and when applicable, Program and Advisors should agree on a communication plan with the student during their LOA. Students are free to reach out at any time but have no obligation to respond, except as required by the [MLOA policy](#).

The student's email will remain active, and they should be advised they will continue to receive campus announcements, safety messages and regulatory emails, but are not required to respond.

Stipend, Student Health Insurance and Badge Access:

The student's stipend is suspended effective on the date of their approved MLOA. The Program and Advisor should notify the appropriate Departmental or Divisional Official and the Funding Agency, if students are supported on a training grant.

Upon their return from LOA, Departmental or Divisional Official and the Funding Agency should be notified to facilitate resumption of the student's stipend and insurance

Students' health insurance coverage will continue until the end of the semester in which the MLOA is effective. Thereafter students can apply to pay for and extend coverage using a [Special Enrollment Form](#).

Students opting to extend their Health Insurance will receive a bill from the Bursar, upon their return from MLOA.

A student's badge and access will be suspended during their MLOA. A Department (not a Program) can request reactivation of a student's badge as a "Person of Interest (POI)" if necessary, providing access is permitted under the student's MLOA conditions.

Students may return from LOA during a semester. The [Anschutz Registrar](#) should be contacted to re-enroll the student in appropriate classes and will waive late application fees.

APPENDIX A:

Campus Administrative Policy

Policy Title: Medical Leave of Absence and Fit to

Return

Policy Number: 7038 Functional Area: Student Affairs

Effective: October 1, 2019

Date Last Amended/Reviewed: September 25,

2019 Date Scheduled for Review: July 1, 2026

Supersedes: N/A--New

Policy

Approved by: Donald M. Elliman, Jr.
Chancellor, University of Colorado Anschutz Medical
Campus

Prepared by: Director, Student Engagement
Reviewing Office: Provost and Executive Vice Chancellor for Academic and
Student
Affairs

Responsible Officer: Assistant Vice Chancellor for Student

Affairs Applies to: CU Anschutz

A. INTRODUCTION

A student with a mental health and/or physical health condition may apply for a voluntary Medical Leave of Absence from the University of Colorado Anschutz Medical Campus. This document describes the circumstances under which a student may request a Medical Leave of Absence and the procedures the student must follow.

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C. **POLICY STATEMENT**

Students may seek a Medical Leave of Absence only for their own personal mental health and/or physical health circumstances. Students seeking a leave of absence for other reasons should contact their program director or the Office of the Registrar.

Students participating in an international education program may not seek a Medical Leave of Absence for the term in which the student is participating in the international education program.

The Medical Leave of Absence is not intended to shield a student from unsatisfactory progress or any other academic irregularity unrelated to a mental health and/or physical health condition that causes a degree of functional impairment that warrants a complete withdrawal from academic study for an academic term as provided in this policy.

Students who receive an approved Medical Leave of Absence are eligible for relief from their school or college's time-to-degree requirements but remain subject to the time-to-degree requirements for any applicable accrediting body.

If a student takes courses for credit at another institution while on a Medical Leave of Absence, the student must comply with the applicable policies for receiving transfer of credit toward a degree from their school or college.

A student who has already received a Medical Leave of Absence during enrollment in an educational program and who has a mental or physical health emergency during a subsequent term may submit a request for an additional Medical Leave of Absence.

The Assistant Vice Chancellor for Student Affairs or their designee, in consultation with the applicable dean at the school or college, and the Medical Director of Student Mental Health or their respective designees, has the discretion to determine whether to grant an additional Medical Leave of Absence.

If CU Anschutz approves a Medical Leave of Absence, the Office of Case Management will notify relevant offices/departments that the student is withdrawing for medical reasons.

A student cannot withdraw a request for a Medical Leave of Absence after CU Anschutz has approved the request.

If the student is unable, due to their mental health and/or physical health condition, to complete an application for a Medical Leave of Absence, at the discretion of the Assistant Vice Chancellor for Student Affairs or their designee, CU Anschutz may accept an email from the student as notice that another individual will complete the application on behalf of the student, provided that the student has executed a FERPA release, as needed, for such individual.

D. MEDICAL LEAVE OF ABSENCE

1. The student may submit an electronic application to the Office of Case Management for a Medical Leave of Absence for mental health and/or physical health conditions that prevent the student from functioning successfully or safely as a member of the CU Anschutz community. Students should promptly seek care from their treating physician, licensed mental health provider, or other licensed healthcare provider and should request a Medical Leave of Absence as soon as possible.

In exceptional circumstances, students may submit an application for a Medical Leave of Absence after the last day of the term. If submitting an application after the last day of the term, students may be required to complete additional procedures and provide additional documentation at the request of the student's progression body.

2. Along with the application, the student must submit adequate medical documentation from the student's treating physician, licensed mental health provider, or other licensed healthcare provider specifying a mental health and/or physical health condition that causes a degree of functional impairment that warrants a complete withdrawal from all academic activities including, but not limited to, academic study and/or clinical rotations for an academic term. The student and the provider should have a shared understanding of the information being submitted to CU Anschutz on the student's behalf. CU Anschutz will request documentation from the provider that must include the following:
 - a. The treating physician, licensed mental health provider, or other licensed healthcare provider's professional qualifications and licensure
 - b. Date the student first consulted the provider
 - c. Number of visits with the provider
 - d. Professional opinion regarding the approximate date on which the symptoms first began
 - e. Diagnosis of the mental health and/or physical health condition or statement of symptoms and plan for diagnostic workup
 - f. Impact of the condition on the student's academic activities (including attending classes and completing coursework)
 - g. Identification of the degree of functional impairment(s) that warrants withdrawal from all courses for the term
 - h. Treatment recommendations and estimated length of treatment plan
3. Submission of an application for a Medical Leave of Absence does not guarantee that the requested Medical Leave of Absence will be approved.

E. REENTRY FROM A MEDICAL LEAVE OF ABSENCE

The student must complete the following steps for the reentry process:

1. Submit a Return from a Medical Leave of Absence application and an academic and transition success plan to the Office of Case Management.
2. Submit medical documentation from the student's treating physician, licensed mental health provider, or other licensed healthcare provider. The student and the provider should have a shared understanding of the information being submitted to CU Anschutz on the student's behalf. CU Anschutz will request documentation from the provider and must include the following:
 - a. The treating physician, licensed mental health provider, or other licensed healthcare provider's professional qualification and licensure
 - b. Professional opinion regarding the student's ability to successfully perform academically with a full-time and/or half-time course load at CU Anschutz with or without continued treatment
 - c. A treatment summary with the following specificity:
 - Time span and type of treatment provided to the student during the student's time away from CU Anschutz
 - Whether the treatment was concluded (with or without the healthcare provider's approval) or is on-going
 - Specific intensive treatment, if any, while on the Medical Leave of Absence
 - Demonstrated understanding of the diagnoses and functional impairment that resulted in a Medical Leave of Absence, and clear evidence that the healthcare provider completing the medical documentation for reentry addressed these specific issues in the treatment of the student during the Medical Leave of Absence
 - If treatment is ongoing, recommended treatment plan during student's return to full-time study
 - Any continuing care needs or concerns for the student
 - Any safety concerns for the student or for others in the CU Anschutz community

The submitted medical documentation will be reviewed by the Medical Director of Student Mental Health or another non-treating clinician. The non-treating clinician may indicate agreement or disagreement with the treating provider's recommendation or request additional follow-up or documentation.

The Assistant Vice Chancellor for Student Affairs or their designee, in consultation with the applicable dean at the school or college, and the Medical Director of Student Mental Health or their designee, has the discretion to determine whether the student has submitted sufficient documentation to support the Return from a Medical Leave of Absence application and approve or deny reentry.

CU Anschutz may establish conditions for the student in the first term after

reentry based on the information provided in connection with the Return from a Medical Leave of Absence application. If the student's Return from a Medical Leave of Absence application is approved with conditions, the student must also submit updated medical documentation consistent with the conditions or as otherwise provided in the approval of the Return from a Medical Leave of Absence application.

The student must submit medical documentation and any other information required by the Return from a Medical Leave of Absence application with sufficient time to allow for processing and registration. The student must also comply with all other applicable procedures for returning to CU Anschutz.

If a student seeks to extend their Medical Leave of Absence beyond one year, the student should contact the staff in their specific School/College or Office of Case Management to discuss applicable procedures.

Students may appeal a decision denying a Medical Leave of Absence and/or Reentry to the Assistant Vice Chancellor for Student Affairs or their designee. An appeal will only be considered when the student submits a completed appeal form, available from the Office of Case Management, to the Office of Case Management within five (5) business days of the date on the denial letter. The grounds for appeal are limited to the following:

- The existence of procedural errors so substantial that such errors greatly impacted the decision
- New medical documentation that was not reasonably available at the time of the initial decision.

Students who have concerns regarding a possible violation of CU Anschutz's anti-discrimination policies should contact the Office of Equity.

Notes

1. Dates of official enactment and amendments:

September 27, 2019: Adopted/Approved by the Chancellor

2. History:

October 1, 2019: This policy describes the circumstances under which a student may request a Medical Leave of Absence (MLOA) and the procedures the student must follow to obtain the MLOA as well as the procedures the student must follow for re-entry into their academic program once the health condition is mitigated.

3. Initial Policy Effective Date: October 1, 2019

4. Cross References/Appendix:

- [Campus Administrative Policy 7005, Guidelines for Assisting Students with Pregnancy and Parenting](#)

APPENDIX B:



University of Colorado
Anschutz Medical Campus

Office of Student Outreach and Support
CU Anschutz Student Affairs

Education II North, Room 3200
13120 E 19th Ave. | Aurora, CO 80045
o 303-724-8488 | f 720-293-1614

Regarding Case Number: 2022267501

April 21, 2023

Dear Program Director,

The Office of Student Outreach and Support coordinates the Medical Leave of Absence process in partnership with you and your team. To create a better understanding of this process, a copy of the Medical Leave of Absence and Fit to Return Policy is included in this letter below my signature.

I am writing to inform you that (TESTSTUDENTMLOA) has initiated the Medical Leave of Absence process. Specifically, has requested a Medical Leave of Absence beginning on April 17, 2023 and ending on September 1, 2023.

Your partnership in this process is important. **Please provide information relevant to your program by completing the online form [here](#).** We request this information by April 28, 2023 so we can ensure timely communication with the student.

Next Steps in the Medical Leave of Absence Process - The Office of Student Outreach and Support will:

- Inform that their request has been approved or denied.
- Notify the the Registrar's Office, the Bursar's Office, the Security Badging Office, Financial Aid & Scholarships, and Student Health Insurance (if applicable) that a Medical Leave of Absence has been approved.
- Provide appeal information if a request is denied.

If you have any questions, please contact me at kelly.tyman@cuanschutz.edu or 720-297-3131.

Sincerely,

A handwritten signature in black ink that reads "Kelly Tyman".

Kelly Tyman
Case Manager



Office of Student Outreach and Support
UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS

CU Anschutz Medical Leave of Absence Program Information

The Office of Case Management coordinates the Medical Leave of Absence process in partnership with you and your team.

You have been asked to complete this form because a student in your program is requesting a Medical Leave of Absence. Please provide the information below by the deadline on your notification letter so we can ensure timely communication with the student.

To create a better understanding of this process, you may review a copy of the Medical Leave of Absence and Fit to Return Policy [here](#)!

(http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/7XXX%20Student%20Affairs/7038%20-%2001_Medical%20Leave%20of%20Absence%20-%20Anschutz.pdf).

If you have any questions, please contact the Office of Case Management at 303-724-4640 or kelly.tyman@cuanschutz.edu.

Your Information

You are currently authenticated as **Bradford, Andy (OBGYN)**. Not you?! (https://cm.maxient.com/reportingform.php?UnivofColoradoDenver&layout_id=53&logout=true).

Name:

Position/Title:

Phone Number:

CU Anschutz Email Address:



University of Colorado
Anschutz Medical Campus

Office of Student Outreach and Support
CU Anschutz Student Affairs

Education II North, Room 3200
13120 E 19th Ave. | Aurora, CO 80045
o 303-724-8488 | f 720-293-1614

April 21, 2023

Dear Program Director,

I am writing to inform you that Student & Resident Mental Health has reviewed the documentation provided by 's (TESTSTUDENTMLOA) treating healthcare provider and indicated that the documentation is sufficient for to return from Medical Leave of Absence. Additionally, has completed an Academic and Transition Success Plan, which has been attached to this email.

Your partnership in this process is important. Please reply to this email to provide the following information.

Do you approve this student to return from Medical Leave of Absence on September 1, 2023? If you approve this student's return, please provide contact information for any individuals the student should meet with, and the timeframe in which they should meet.

Next Steps in the Medical Leave of Absence Process

The Office of Student Outreach and Support will:

- Inform that their request has been approved or denied.
- Notify the Registrar, Bursar, Badging, and Financial Aid & Scholarships that a return from Medical Leave of Absence has been approved.
- Provide appeal information if a request is denied.

If you have any questions, please contact me at kelly.tyman@cuanschutz.edu or 720-297-3131.

Sincerely,

A handwritten signature in black ink that reads "Kelly Tyman". The signature is written in a cursive, flowing style.

Kelly Tyman
Case Manager