

**Procedure for Re-Entry from a Medical Leave of Absence or
Withdrawal for Medical or Health Reasons**

Effective: 2019.03.01

Students who seek to resume study after an approved medical leave of absence or a withdrawal for medical or health related reasons must follow the re-entry process before resuming classes or returning to University housing.

1. Required Documentation for Assessment

To assess a student's readiness to return to campus, the following documents must be submitted as soon as possible after discharge to the Office of Student Affairs or the designated office:

- a) If the student was hospitalized during the medical leave of absence or medical withdrawal, he/she must submit the hospital discharge summary (including diagnosis, treatment provided at the hospital and recommendations for treatment after discharge).
- b) Submit a letter from the health care provider certifying that the student is ready to return to classes and/or University housing. The letter must include the diagnosis, treatment provided at the hospital or other health care facility and recommendations for treatment after discharge and, if the leave of absence or medical withdrawal was for psychological reasons, the schedule for follow-up sessions.
- c) Submit the signed Consent and Authorization for the Release of Information to Sagrado from the medical health care provider.
- d) If the leave of absence or medical withdrawal was for psychological reasons, the student must schedule and attend sessions with a licensed health care provider, such as a psychologist at Sagrado prior to and after his/her return to Sagrado.
- e) If the student has a personal psychiatrist, psychologist or licensed clinical social worker, he/she must continue to seek care from his/her provider additional sessions. The student must have his/her psychiatrist, psychologist or licensed clinical social worker provider complete a letter upon completion of the sessions certifying the student's progress and readiness to continue classes and/or University housing.

The re-entry process will move forward once this documentation has been received and reviewed. The student will be contacted if his/her documentation is incomplete, if additional information is needed or to schedule a meeting with a member of the Office of Student Affairs or the designated office.

2. Due dates for the Re-Entry Process

The student must submit the following documentation to assess a student's readiness to return to classes and/or the University housing for his/her desired academic period on or before the due dates below.

- a) Letter of Intent to return to classes and/or the University housing.
- b) Consent and Authorization for the Release of Information to Sagrado.
- c) Letter from the medical health care provider(s).

Returning Academic Period	Due Date
Fall Semester	July 1 st
Spring Semester	November 1 st
Summer Session 1 (June)	May 1 st
Summer Session 2 (July)	June 1 st

If documents are not received by the deadlines listed above, Sagrado will assume the student is no longer interested in returning for his/her subsequent academic period.

3. Failure to Return from a Medical Leave of Absence

If a student does not return from an approved medical leave of absence, it will be considered a withdrawal and the withdrawal date is the date that Sagrado determines the student began the leave of absence.

4. Additional Information

- The Office of Student Affairs uses the student's Sagrado email account for communication and any other alternative email account if the student has specifically requested and authorized the use of such alternate email in writing.
- After review of all documents, students may be asked to submit additional supporting medical documentation. The Office of Student Affairs or the designated office will communicate with the student and/or family if additional information is needed.
- Once a decision is made regarding a student's petition for re-entry, it will be communicated in writing using the student's Sagrado email account for communication, unless the student has specifically requested in writing an alternative email.
- *Until the Office of Student Affairs or the designated officer communicates the decision regarding a student's petition for re-entry, the student may not attend classes or participate in any school-related activities.*

5. Military Leave of Absence

Students (or an appropriate officer of the armed forces or official of the Department of Defense) who are service members and cannot attend courses due to military service must give oral or written notice of such service to Sagrado as far in advance as is reasonable under the circumstances. A separate leave of absence policy and procedure for return apply to service members who are activated for military service. For more information, please refer to the *Policy on Military Leave of Absence*; and *Procedimiento Especial para el Manejo de Bajas para Servicio Militar*.

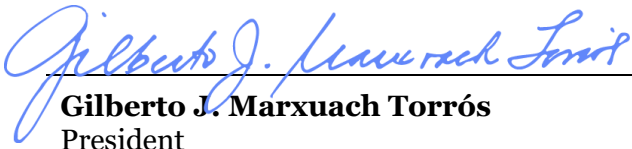
6. Reporting Violations

Violations to this Procedure or consultations on the scope and interpretation of this Procedure must be addressed to the Office of Student Affairs at 787.728.1515, ext. 3583, or by electronic mail at sara.tolosa@sagrado.edu.

7. Violations to this Procedure

The Universidad del Sagrado Corazón reserves the right to interpret this Procedure in its administration, implementation and application. Any violation of this Procedure by a student, faculty or staff or any other person may result in a disciplinary action that may include expulsion from the University (students) or termination of the employment relationship (faculty and administrative staff), or other appropriate legal actions.

If there is ambiguity in any provision of this Procedure, the University reserves the discretion to interpret it according to the purpose for which it was established, the impact on the operations of the University, and good faith, unless any law provides otherwise.



Gilberto J. Marxuach Torrós
President