POLICY ON INVOLUNTARY MEDICAL LEAVE OF ABSENCE

It is the policy of Claremont Graduate University that if any student, because of an apparent medical or psychological condition poses a threat to the physical well-being of him/herself or any other member of the Graduate University or Claremont Colleges community, or a threat of serious destruction of property, such student may be placed on an involuntary medical leave of absence. This policy applies to medical and psychological problems only, and not to matter solely of a disciplinary nature.

PROCEDURES FOR IMPLEMENTATION OF POLICY ON INVOLUNTARY MEDICAL LEAVES OF ABSENCE

1. When evidence is brought to the Dean of Students of the Graduate University (Hereafter the “Dean”) that the behavior manifested by a CGU student poses a threat to the physical or psychological well being of him/herself or another individual, or a threat of serious damage to property, the Dean may place the student on involuntary medical leave of absence for an appropriate period of time. The student will be notified in writing of this action.

2. If the student agrees with the decision made by the Dean, no further action is necessary and procedures (5) through (7) will be followed.

3. If the student believes that an error in judgment was made in issuing the involuntary leave, he/she must so state in writing within three days following receipt of notice (sent through "certified-return receipt requested") of the suspension. A hearing must be held by the Provost within five working days after receipt of the aforementioned notice provided by the student (or as soon thereafter as the student is available). The purpose of such a hearing is to allow the student the opportunity to present evidence indicating that a leave is unwarranted. Evidence to the contrary may also be presented by the faculty, staff, administration, and/or students of the Graduate University. The following individuals must be given written notice of the date, time, place, and purpose of the hearing: the student, the Dean of Students, the Director of the Monsour Counseling Center, the student's department chairperson, or the dean of the school, and each of the faculty members in whose classes the student is currently enrolled. After all evidence has been presented, the Provost must notify all parties listed above in writing of his/her final decision within three days of the hearing.

4. If the student wishes to appeal the decision, he/she has seven days from receipt of the Provost's decision in which to appeal to the President in writing. The President must make final determination, either affirming or reversing the decision, within seven days of receipt of such an appeal and inform all parties listed in item (3) above in writing.

5. A student who has been on involuntary medical leave of absence may apply for reinstatement at the beginning of a subsequent semester and will be subject to the official reinstatement procedures found in The Claremont Graduate University Bulletin.

6. Questions regarding appropriate refund of tuition and fees paid for the semester, payment of outstanding tuition/fees, and the like, are left to the discretion of the Dean of Students in cases such as those described herein.

7. The transcript of such a student will be annotated in the following manner: "Medical Leave of Absence, Semester, Year" as in a voluntary leave of absence.