

Medical Withdrawal

LIM College Medical Withdrawal Policy

The following applies to leaves-of-absence taken for both physical and psychological health. Students must pay particular attention to the deadlines for requesting readmission. Please contact the Senior Director of Counseling & Wellness Services (or designee) at (212) 752-1530 Ext. 229, with any questions.

General Information

A medical leave is granted to a student whose physical and/or emotional health prevents successful full-time study and must be taken for at least one semester, but no longer than five years from the date of departure.

To be granted a medical leave of absence, a student should first visit the Senior Director of Counseling & Wellness Services to discuss the situation. It is our expectation that students on a medical leave will be actively engaged in a course of treatment that leads to recovery; proof of treatment will be required prior to readmission. An approved medical leave does not relieve the student of his/her financial responsibilities to LIM College.

Medical Withdrawal Request and Review Process

Student-Initiated Withdrawal Request

In order to request a medical withdrawal from LIM College, the student must provide the following to the Senior Director of Counseling & Wellness Services:

- A written request for a medical withdrawal that outlines the medical condition, the ways the condition has interfered with the student's ability to be successful as a student and steps already taken or intended for addressing the condition.
- A written request by a student's LIM College email account is acceptable; no other email account communication can be accepted.
A current letter from a licensed MD, DO, or Licensed Clinical Psychologist that must include a detailed diagnosis of the medical issue, including diagnosis code.
- A statement recommending that the student withdraws from classes.
- Anticipated duration of the medical issue (i.e., when the student is expected to be able to return to his/her studies).
- Completed and signed LIM College Withdrawal from the College form. This form can be obtained from the [Office of Academic Advising](#)
- Upon receipt of these materials, the Senior Director of Counseling & Wellness Services (or designee) will review the materials provided and may either make a determination based on the materials provided, or request additional information which may include:
 - Clarification letter from the licensed health care provider.
 - Request from the student to allow the Dean of Student Affairs (or designee), or licensed practitioner of LIM College Office of Counseling & Wellness Services, to contact the student's health care provider to consult on the student's health matter.
 - Request for additional information or diagnosis from another licensed health care provider.
- Other additional information.

College-Initiated Withdrawal Request

The College may require involuntary evaluation and medical withdrawal of a student if it is determined that the student's behavior appears to pose a significant risk of substantial harm to the health or safety of themselves, others, or to substantial property rights, or renders the student unable to engage in basic required activities necessary to obtain an education. Such behavior may be a violation of the Student Code of Conduct and the student may be subject to the following extraordinary procedures, including parental notification:

Status of Conduct Proceedings

If the student has been charged with violation of the Code of Conduct, but it appears that a medical reason exists for the objectionable behavior; this medical withdrawal policy may be activated prior to issuance of a determination in the conduct process. If the student is ordered medically withdrawn from the College, such action may either terminate or postpone the pending disciplinary action, depending on the situation. If the student is found not to be subject to medical withdrawal under this section, conduct proceedings may be reinstated.

Medical and/or Psychological Evaluation

The Dean of Student Affairs (or designee) may direct a student to participate in a medical and/or psychological evaluation whenever the behavior of the student appears to pose a significant risk of substantial harm to the health or safety of such student or others. The medical and/or psychological evaluation is conducted by the College's Senior Director of the College Counseling & Wellness Services (or designee) or by a licensed mental health professional of the College's choosing. The referral will be sent to the student and the student will be notified of the scheduled evaluation to occur as soon as possible. The cost of the evaluation will be at the student's expense. The evaluation is intended to assess:

- Whether the student's behavior poses a significant risk of substantial harm to the health or safety of the student or others, and the nature, duration and severity of the risk.
- Whether the significant risk of substantial harm to the health or safety of the student or others would continue if the student remains on the campus and/or in the residence hall.
- Whether reasonable modifications of policies or procedures will mitigate the risk.
- Whether the student needs assistance or referral to appropriate support or treatment services.

Interim Action

Failure to respond to a directive from the Dean of Student Affairs (or designee) to complete the medical and/or psychological evaluation, or failure to provide necessary records of prior treatment by the date requested may result in administrative action, up to and including interim suspension from the College and/or the residence hall and restrictions on campus access until the evaluation and records request requirements are met and reviewed by the College. Students may not return to the College and/or residence hall until the Office of Counseling & Wellness Services has received and evaluated documents and completed a College evaluation indicating that the student no longer poses a significant risk of substantial harm to the health or safety of such student, or others.

Involuntary Medical Withdrawal

The Dean of Student Affairs (or designee) may initiate the administrative withdrawal from the College or residence hall of any student for behavior that poses a significant risk of substantial harm to the health or safety of such student or others. Administrative withdrawal determination shall be made by the Dean of Student Affairs (or designee) taking into consideration the nature and severity of the potential harm, the imminence of the potential harm, the likelihood that the potential harm will occur, the duration of the risk, the ability to mitigate the risk and the impact on others in the campus community. This determination will be based on an individualized assessment of the ability of the student to function safely at the College.

If the medical evaluation supports medical withdrawal, the student will receive notification in writing from the Senior Director of Counseling & Wellness Services (or designee) stating the reasons for its determination. Students may challenge the withdrawal through the submission of a written appeal to the Dean of Student Affairs (designee) supported by medical and/or mental health professional documentation. Administrative withdrawal actions may be reconsidered by the Dean of Student Affairs (designee) at regular intervals upon the written request of the student. The Dean of Student Affairs (designee) may elect to appoint an independent medical and/or mental health professional or a panel of professionals to provide advice to the Dean of Student Affairs (designee) with respect to administrative withdrawal determinations.

A student who has undergone involuntary medical withdrawal must engage the reapplication process from a Medical Withdrawal as stated in this policy. The College may require the student, at the student's cost, to undergo a medical evaluation by a licensed mental health professional of the College's choosing. A medical withdrawal is not considered a disciplinary action.

Notification Process

Upon receipt of all requested information, the Senior Director of Counseling & Wellness Services (or designee) will decide and communicate in writing whether the Medical Withdrawal is not approved or is approved along with conditions that must be met for re-enrollment.

Housing

Students approved for a medical withdrawal who are enrolled in LIM College Housing must vacate the residence hall within 24 hours of the withdrawal approval, unless instructed otherwise. Students will be held responsible for all housing charges and fee associated with time spent in the residence hall up to the date of proper check out of the residence hall ONCE THE MEDICAL WITHDRAWAL HAS BEEN GRANTED. The students, or his/her family, are responsible for contacting the LIM College Housing Office and checking out of housing. Please note that failure to follow proper checkout procedures may result in continued housing charges and fees.

Financial Aid and Scholarships

Students awarded financial aid and/or scholarships and requesting a medical withdrawal must contact the Office of Student Financial Services (SFS) by calling (212) 752-1530 Ext. 389 to discuss implications to their financial aid and/or scholarship(s).

Students withdrawing from classes after the semester starts are subject to the College's Tuition Liability policy and the return of Federal Title IV financial aid funds as stipulated in the LIM College Catalog. Students not enrolled at LIM College for one or more semesters may be required to begin loan repayments. Students with financial aid are required to complete the loan exit interview process with a Student Financial Services Counselor after completing the medical withdrawal paperwork to go over their loan deferment options and review their borrower rights and responsibilities. Students who default on a loan will be unable to receive any further aid until appropriate payments are made, so it is important to be sure your loan payments are made on time. Students who have a balance due should contact the Student Financial Services Office regarding a payment arrangement to avoid collection proceedings. Students will not be able to register for classes or request a transcript(s) until all debts to LIM College are paid in full.

LIM Student Accident and Sickness Insurance Plan

Students covered by the LIM College insurance plan should contact Gallagher Koster at 877-220-2401 or LIMStudent@kosterins.com for information on benefits or service issues. For information on a specific claim or to check the status of a claim, please contact Klais & Company, Inc. at 800-331-1096. Students can also visit the [Gallagher Koster website](#) for more information.

Note: Gallagher Koster stipulates that Policy Eligibility requires the following minimum enrollment period: "Students must actively attend classes for at least the first 31 days after the date for which coverage is purchased unless they would have been eligible to attend classes for 31 days and were prevented from attending due to an Accident or a Sickness."

Students who waived LIM College's insurance plan should contact their private insurance provider for details on continuation of coverage.

General Academic Standing

Students who meet the conditions for return from a medical withdrawal will be re-enrolled into LIM College if the leave lasts no more than five years past the date of the withdrawal approval.

Any leave lasting longer than five years will require students to reapply and gain readmission to LIM College, which may result in the need to fulfill additional or new coursework to meet the requirements of the intended major/program. Students who are on leave for one year or longer must follow any revised curriculum when he/she returns.

Students who leave in good academic standing will return in good standing; students who leave on academic action will remain on action during the first semester after their return. At the end of that first

semester, those on action will either return to good standing or be considered for continued academic action, including suspension or dismissal if applicable.

If you take a medical leave on or before the last day to withdraw from a course without incurring a WF, the semester will not count toward the 10-semester limit. If you take a leave after the deadline, courses and grades will be reflected on your transcript, the semester will count, and you may be behind in credits.

You should not take courses while on leave from the College, as the purpose of the leave is to regain full health in order to return and resume full-time study. Special permission may be given on a case by case basis by the Senior Director of Counseling & Wellness Services (or designee).

You will not receive credit for any classes taken while on a medical leave unless you meet with the Senior Director of Counseling & Wellness Services prior to your taking courses and being granted permission.

Major/Departmental Standing

Although acceptable fulfillment of conditions for medical withdrawal guarantee students' re-enrollment into LIM College, re-enrollment into the major that was being pursued at the time of the medical withdrawal is not guaranteed, depending on a student's academic performance. Students will be notified of their re-enrollment into their major no later than the beginning of the first semester of return from the medical withdrawal.

Contact with LIM College While on Medical Withdrawal

A medical withdrawal is granted when it is determined that a student requires a break in the course of their study to address the condition that interfered with their ability to be a successful student.

As a result, LIM College expects students on a medical withdrawal to refrain from participating in any activities or utilizing any facilities on any LIM campus during the duration of their medical withdrawal. In addition, a student on a medical withdrawal must respond to outreach by the Dean of Student Affairs and Senior Director of Counseling & Wellness Services (or designees) if requested to do so. Failure to comply with these requirements may jeopardize or delay a student's re-enrollment from the medical withdrawal.

Re-Enrollment Process

You must complete all parts of the following readmission procedures:

- All documentation is due to the Dean of Student Affairs (or designee) no sooner than six weeks and no later than one month prior to the first day of classes of the semester for which a student intends to re-enroll.
- Please note that students on a medical withdrawal are not eligible to return from their leave for a summer session without permission of the Senior Director of Counseling & Wellness Services (or designee).
- All financial obligations to the College must be cleared before final re-enrollment.

No student will be readmitted who has not met the following requirements:

- Submission of a letter to the Senior Director of Counseling & Wellness Services (or designee) requesting re-enrollment. The letter should review the circumstances that led to the leave, describe in detail any activities pursued while out of school, explain why you now feel able to resume studies successfully and outline a plan for continued support. You should also indicate whether you plan to apply for housing.
- Submission of a letter and pertinent medical documentation to the Senior Director of Counseling & Wellness Services (or designee) from the physician or therapist with whom you have been working. The letter should outline the treatment given and progress made, and provide support for your return to full-time or part-time study at LIM College. The letter should also address the continued care plan recommended for your return.
- If applicable, you will be asked by the Senior Director of Counseling & Wellness Services (or designee) to meet with a member of LIM College's Counseling Department for an evaluation. The

evaluation will be scheduled by the Office of Counseling & Wellness Services at LIM College no sooner than one month prior to the start of the semester.

- Completion of a readmission interview with the Senior Director of Counseling & Wellness Services (or designee).
- If re-enrollment is granted, you are also expected to meet with the Senior Director of Counseling & Wellness Services (or designee) throughout the semester if requested. In addition, students who return to Housing should check in with the Director of Residential Life (or designee) to ensure an easier transition to the campus community.
- You should apply for housing (if eligible) at the same time you submit your request for re-enrollment. The online application will be held in queue until re-enrollment has been formally granted. You may also apply for the College's off campus meal plan when you submit your request for re-enrollment.

Contact the Office of Student Financial Services at 212-752-1530 Ext. 389 or sfs@limcollege.edu to discuss payment options for any outstanding debt to LIM College and/or discuss financial aid options.

Re-Enrollment Confirmation

Approval for re-enrollment from a medical withdrawal will be communicated in a letter from the Senior Director of Counseling & Wellness Services (or designee) delivered to the student's LIM College email account or to their home address.

Approval outlines any ongoing conditions that must be met for continued re-enrollment as well as the directive for the student to meet with an advisor in the major to ascertain academic standing and appropriate coursework. Students are expected to confirm receipt of the letter by email to the Senior Director of Counseling & Wellness Services (or designee) and denote intended agreement to follow any on-going conditions established. Failure to take this action may result in making null the approval for re-enrollment.