

ADELPHI UNIVERSITY

The Office of Academic Services/ Adelphi University/ 1 South Ave. Nexus 145/ Garden City, NY 11530
OASR@adelphi.edu

Requirements for a Medical Leave of Absence (MLOA)

Requests for MLOA for courses taken in Spring 2025 will be considered until 4/23/25.

Submit all letters to the Office of Academic Services, OASR@adelphi.edu

1. Student shall request leave in writing and state reason why request is being made.
2. Student shall submit letter from a licensed health care provider which contains:
 - A. Diagnosis
 - B. The duration of treatment prior to request
 - C. Plans for treatment during period of leave (if appropriate)
 - D. A positive recommendation that the leave is necessary for medical reasons.
3. Adelphi University retains the right to obtain supplemental medical information.
4. All requests and documentation must be made during the semester for which the leave is requested.
5. Requests for medical leaves will not be considered after the deadline listed above. If appropriate, the grade of Incomplete may be issued.
6. If a medical leave is approved, all current and future courses for which the student is registered will be dropped. The student will not be able to register until cleared by their health care provider and be readmitted to the University (see below for details). Approval does not imply the right to a refund. Contact the One-Stop Student Services Center (onestop@adelphi.edu) for all financial questions.
7. If you are an International Student in F-1 status, you give permission for OASR to forward your medical paperwork to the Office of International Student Services. OASR approval does not imply approval through the Office of International Student Services.
8. If you are a resident student, please be aware that you will be asked to move out upon approval of your Medical LOA. Please follow up with The Office of Residential Life & Housing regarding the move out procedure.

Requirements to Return from Medical Leave of Absence

Submit all letters to the Office of Academic Services, OASR@adelphi.edu.

1. Student must request readmission. Readmission may not be considered until 2 weeks before the start of the upcoming semester.
2. Student must submit letter from a licensed health care provider.
 - A. If possible the letter should be from the same provider who recommended the leave.
 - B. If that person is unable to provide the letter, a health care professional from the same specialty may provide the letter.
 - C. The letter must contain:
 - i. treatment that has taken place during the leave.
 - ii. if needed, treatment plans after return from leave
 - iii. any recommended restrictions (i.e., reduced credit load)
 - iv. statement that student is medically able to return to school
 - v. recommendation regarding student's ability to return as a student and to function successfully while attending school.
 - D. Adelphi University retains the right to obtain supplemental medical information
3. Upon readmission copies of the medical documentation for the leave and the return will be filed with the Adelphi Health Services Center and if applicable, Adelphi's Student Counseling Center.

I, (print name) _____, acknowledge and agree to the requirements necessary in order to take a medical leave of absence, and to return from a medical leave of absence.

(Student Signature)

(Adelphi ID number)

(Date)

Updated 1/2025