

**Student Mental
Health Leave of
Absence**

The College District may permit a temporary leave of absence for a student due to a mental health condition. The leave of absence will be at the request of the student.

Purpose

Mental Health
Leave Review
Committee

The Mental Health Leave Review Committee (hereafter referred to as the "Committee") will consider a request for a student's temporary leave of absence due to a mental health condition. The Committee will be composed of the associate dean of counseling or designee, the dean of students or designee, the registrar or designee, the chair of the Strategies of Behavioral Intervention (SOBI) or designee, and the chair of the Discipline Appeals Committee (DAC) or designee, and the director of ACCESS or designee.

Voluntary Leave of
Absence

A student who wishes to take a temporary leave of absence from the College District due to a mental health condition will contact the associate dean of counseling and ACCESS office at the campus where he or she is predominately enrolled to request the appropriate form. The student will complete and return the form to the associate dean of counseling and ACCESS office within five academic calendar days of receiving the form.

The Committee will approve a student's request for a voluntary leave of absence due to a mental health condition in accordance with the following:

1. The student's explanation for the requested temporary leave of absence; or
2. The student's submission of appropriate documentation from a licensed medical or mental health-care provider stating that it is in the best interest of the student to take a temporary leave of absence from the College District for a specified period of time.

Refunds

Determination of tuition payment refunds will be made on a case-by-case basis at the sole discretion of the vice president of student enrollment services.

Reentry Provisions

The College District will require a student with a mental health condition who has taken a voluntary leave of absence to demonstrate his or her fitness to return to the College District. A student will contact the associate dean of counseling and ACCESS office at the campus where he or she is predominately enrolled one semester prior to the date of the end of the leave period. Decisions regarding whether to allow a student to return to the College District will be determined by the Committee as follows:

1. The Committee will require documentation from a licensed medical or mental health-care provider stating that the student is able to return with or without accommodations.
2. The Committee may seek a second opinion from an independent licensed medical or mental health-care provider not affiliated with the College District.
3. The Committee will consider whether reasonable accommodations will allow the student to meet academic standards and remain safely in school.
4. The Committee may deny a student's request to return if it is determined the student will be unable, upon return, to safely remain at the College District, even with or without a reasonable accommodation(s).
5. Pursuant to College District policy, if the leave of absence lasts longer than two full semesters (i.e., fall and spring), the student will be required to reapply for admittance since the leave of absence will no longer be considered temporary.

Appeals

The student may appeal the denial of reentry to the vice president of student enrollment services.