

# **S88-1 HEALTH LEAVE POLICY**

## **Legislative History:**

**Document dated April 5, 1988.**

**At its meeting of February 29, 1988, the Academic Senate approved the following Policy Recommendation presented by Peter Buzanski for the Financial and Student Affairs Committee.**

## **ACTION BY THE UNIVERSITY PRESIDENT:**

**"Approved and Accepted as University Policy, effective immediately." Signed: Gail Fullerton, April 5, 1988.**

## **SAN JOSE STATE UNIVERSITY HEALTH LEAVE POLICY**

**S 88-1 Rev.**

1. Matriculated students unable to continue their enrollment by reason of injury, illness, or pregnancy are eligible for health leave. A student granted health leave retains continuing student status and may return as a continuing student without a new application or application fee and without being subject to changes in requirements made during the period of leave.
2. The condition must be such as will prevent successful completion of courses for which the student is then registered or in which he/she would register if in regular attendance. A certificate from a health professional licensed in the State of California, stating the nature of the condition and the probable duration of the disability, will normally be required.
3. Applications for health leave should be submitted to the chair of the student's major department on a three-part official form. If the chair approves the request, one copy shall be retained by the department, one copy shall be filed by the department with the Office of Admissions and Records, and one copy shall be retained by the student. For undergraduate students whose major is undeclared, the AAVP/UGS shall act as department chair; for unclassified graduate students, the AAVP/GSR shall act as department chair.

4. Any student whose application for health leave or extension for health leave is denied shall have the right to appeal to the dean of the school wherein the department resides; the Academic Vice President hears appeals from AAVP/UGS and AAVP/GSR. Appeals from a dean's denial may be taken to the Ombudsman.
5. A health leave shall not be granted initially for more than two consecutive semesters. Health leave may subsequently be extended if the department chair is satisfied that circumstances so warrant. A request for extension shall be made and if approved, filed in the same manner as the initial application and a current certificate from a licensed health professional will normally be required.
6. A student granted health leave during a semester in which she/he is registered for classes is eligible for "incomplete" grades if permitted by the university policy on "incompletes." If "incomplete" grades are not permitted or appropriate, grades of "W" shall be recorded.
7. It is the responsibility of students intending to return after health leave to notify the Office of Admissions and Records as far as possible in advance of the semester of return. If timely notice is given, the student shall be allowed to register through the regular procedure.