

## WITHDRAWAL FROM SCHOOL

Withdrawal is an option for students who do not wish to continue in the program. Students who withdraw from the School must meet with their advisor and Director of Advising, Mr. Walter Vega, at (212) 851-2469 or via email at wfv2003@columbia.edu to arrange for an exit interview. Students who withdraw from the School must apply for readmission to the School. Students seeking readmission should contact the Office of Enrollment and Student Services to discuss the readmission process.

In addition, a \$75 withdrawal fee is charged to all students who go down to zero (0) points. This is a University Administrative Fee and no exceptions are made.

## LEAVE OF ABSENCE

Students who are in good standing academically both in class and in field education may request a leave of absence because of personal reasons. Students who are interested in taking a leave of absence must meet first the advisor and the Director of Advising, Walter Vega at (212) 851-2469. Following this, the student must meet with the Senior Assistant Dean for Enrollment and Student Services for the mandatory exit interview. The minimum time period for a leave of absence is one year and the maximum is two years. For further information and appropriate forms, contact the Director of Advising via e-mail at wfv2003@columbia.edu.

## MEDICAL LEAVE

Requests for medical leave must follow the above *Leave of Absence* procedure. However, medical documentation must be provided to the University Health Services prior to approval of the leave and prior to readmission.

A return from a medical leave requires a written approval from the student's medical care provider as well as the appropriate medical personnel at the CU Health Services certifying the student's ability to return to full-time status to the CUSSW program. Important factors that must be taken into consideration for a return to school from a medical leave include:

1. Certification that the medical condition which necessitated the leave is no longer present or is under treatment that would permit return to the rigors of the CUSSW Social Work program. The medical provider's statement would have to acknowledge that:
  - a. The student is able to handle a full-time course load and three days/week in a field setting.
  - b. An evaluation from a medical and/or health care provider has shown that a return to the CUSSW program will not exacerbate any existing condition.
2. When these documents are received and the student has given written permission to the University's Health Service to discuss the student's condition with his/her health

provider(s), an assessment of the student's readiness to return will be made by the Senior Assistant Dean of Student Services, David I. Yam.

3. The Student is asked to provide the necessary documentation regarding the issue from their health care provider(s) to the appropriate authority, the Director of University's Health Service. This can be done confidentially.
4. Please remember that a return from medical leave requires time for review and the required material is due in no later than two months before the term begins.

*Students who withdraw or take a leave of absence from the program after the add/drop period has ended will be responsible for paying the tuition owed according to the University's Refund Schedule.*

Students may file for an extension of up to one year (two years total) for their Medical Leave by contacting the Director of Student Services, Karma Lowe, Room 523.