

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 2024 will be considered until 04/22/24.**

Submit all letters to the Office of Academic Services, [OASR@adelphi.edu](mailto: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](mailto: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