

## **Fisher College Leave of Absence Policy and Instructions**

### Leave of Absence Policy

During your time at Fisher College, you may have a medical, psychological, or personal situation that impacts your ability to complete your studies successfully. In these situations you may apply for a leave of absence. A leave of absence will result in withdrawal from current semester classes but will not result in withdrawal from the college. You can remain in this status for up to two years (four day school semesters, eight DAPS or Graduate School terms). To apply for a leave of absence, you must contact Dean Nancy Pithis to obtain the complete instructions. When ready to return, you must again contact Dean Pithis to file the return request form and provide appropriate documentation to establish your ability to return to the college.

Students may apply for a leave of absence at any time during a term or semester and no later than 4:00PM on the last day of the term or semester.

### Short -Term Medical Condition

If a student will miss more than the permissible absences for courses due to a documented medical condition, the student should contact the Assistant Dean of Academic Services and Retention, who will review the student's request. If the student's medical condition prevents him or her from attending classes for more than two consecutive weeks, the student should apply for a medical leave of absence.

### **LEAVE OF ABSENCE INSTRUCTIONS**

Students may apply for a leave of absence at any time during a term or semester and no later than 4pm on the last day of the term or semester.

1. Identify the reason(s) you would like to take a leave. You may identify the reasons in a letter or in person with the Administrator of the Leave Policy.
2. Complete and sign all required documents
3. Submit all of the above information to:

Dean Nancy Pithis  
Fisher College  
118 Beacon Street  
Boston, MA 02116  
Npithis@fisher.edu  
Phone: 617-236-8814