

Brooklyn College Medical Release from Classes

The College takes into consideration students' requests to drop (all) courses for medical reasons or to drop for medical reasons retroactively (after the semester is over). For such a request to be considered the student must complete and submit a Medical Release from Classes Request Form. The form can be obtained online at <http://www.brooklyn.cuny.edu/web/about/offices/studentaffairs/administrative-services/sos.php>. Once complete, the form, along with the supporting medical documentation, should be submitted to the Student Ombudsperson located in 2113 Boylan Hall. The date of receipt will be noted by the Student Ombudsperson. All documentation will remain confidential.

The Student Ombudsperson is responsible for reviewing the application for completeness and will serve as the primary point of contact for the student ensuring timely communication throughout the process. The Student Ombudsperson will also alert the student of possible financial implications should the drop be approved. Within 24 hours, the Student Ombudsperson will submit a copy of the Medical Release from Classes Request Form and the original medical documents in support of the request to the responsible designee. Requests related to physical health issues will be submitted to the designee in the Brooklyn College Health Clinic. Requests related to issues of mental health will be submitted to the designee in Personal Counseling.

The designee will determine if the rationale for the request is supported by the appropriate documentation. If the request is related to physical issues, the supporting documentation should come from a licensed Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO), or, if deemed appropriate by the designee for the specific situation, another licensed medical professional. If the request cites mental health reasons, the supporting documentation should come from a licensed psychiatrist, or, if deemed appropriate by the designee for the specific situation, including risk factors, another licensed mental health professional. The designee may contact the medical provider should additional information be needed. Within two business days, the designee will affirm or deny the authenticity of the documentation and will record a recommendation to approve or deny the request, and return the Medical Release from Classes Request Form along with the recommendation to the Student Ombudsperson. Should additional time be needed, the designee will indicate such to the Student Ombudsperson within the designated timeframe. The designee will maintain a confidential file of the medical documentation. Meanwhile, in anticipation of an approval, the Student Ombudsperson will contact the Bursar and Financial Aid to determine possible financial considerations.

Once the Student Ombudsperson has received the recommendation from the designee and information regarding financial considerations, the Medical Release from Classes Request Form, designee recommendation, and financial report will be submitted to the Medical Release Committee for approval. The Medical Release Committee will consist of:

1. Bursar (or designee)
2. Director of Academic Advisement (or designee)
3. Director of Financial Aid (or designee)
4. Vice President for Enrollment Management (or designee)
5. Vice President for Student Affairs (or designee)

The Medical Release Committee will review the information within five business days. If approved by the Medical Release Committee, the Office of the Registrar will accept and process the request to drop due to medical reasons no later than five business days from notice. All approved courses will be removed from the student's transcript unless otherwise determined by the Committee. Any disbursed financial aid must be returned to the federal, state governments, or to CUNY (institutional aid). Cash payments will be returned to the student.

PROCESS FOR RETURNING AFTER RECEIVING A MEDICAL RELEASE

After a medical release is granted, a student may request to return to the College. To do so, the student must submit a letter to the Vice President of Student Affairs or designee requesting to return. In addition, the student must have a community health clinician/service provider complete the Community Provider Report Form. Both documents must be submitted before a review can occur. Once all materials are received, the Vice President of Student Affairs or designee will submit the documentation to the College's Medical Release Committee who will make a determination regarding the student's ability to return. The Vice President of Student Affairs or designee will communicate the results to the student in writing.

FOR RETROACTIVE RELEASES (requests made following the end of a semester):

For requests made after the end of the semester, the student must submit the Medical Release from Classes Request Form in addition to the Community Provider Report Form and the Financial Aid/Bursar Liability Form to the Student Ombudsperson. The Student Ombudsperson will submit the Medical Release from Classes Request Form and the designee recommendation to each of the student's faculty members as appropriate. The faculty will review the information as quickly as possible, and will forward a completed Instructor's Note to the Student Ombudsperson. If the request is approved by the student's faculty member(s), the Student Ombudsperson will forward all documentation to the Faculty Committee on Course and Standing. The Faculty Committee on Course and Standing will review the information at their regularly scheduled meeting. If approved by the Faculty Committee on Course and Standing, the Office of the Registrar will accept and process the request to drop due to medical reasons no later than five business days from notice. If denied, the Student Ombudsperson will notify the student no later than five business days from receipt of the decision.

- Community Provider Report Form:
http://www.brooklyn.cuny.edu/web/off_dosa/BC_Community_Provider_Form.pdf
- Financial Aid/Bursar Liability Form
http://www.brooklyn.cuny.edu/web/off_caass/150309_FinancialAidBursarLiability.pdf
- Instructor's Note
http://www.brooklyn.cuny.edu/web/off_dosa/BC_Instructors_Note.pdf

TIME LIMITS FOR RETROACTIVE REQUESTS

A student who wishes to request a Retroactive Medical Release must initiate the process no later than the following academic year (July 1 to June 30) from the semester being requested. Requests submitted after May 5, will be processed at the start of the Fall semester. Requests that are not initiated by these deadlines will not be considered under this policy.

Please note: The College will try to adhere to the timeline as indicated. However, at times, more time may be needed to complete the request. Should that occur, the Student Ombudsperson will contact the student with an updated timeline.



