

## **Mental Health Leave of Absence**

Board policy [FFA \(LOCAL\)](#) is associated with this section.

### **Purpose**

Collin College may permit a temporary leave of absence for a student due to a mental health condition. The leave of absence will be at the request of the student.

### **Requesting a Voluntary Leave of Absence**

A student who wishes to take a temporary leave of absence from Collin College due to a mental health condition will contact the associate dean of counseling at the campus where he or she is predominantly enrolled or via email at [personalcounseling@collin.edu](mailto:personalcounseling@collin.edu) to request the appropriate forms. The student will complete and return the form to the associate dean of counseling within five (5) academic calendar days of receiving the forms.

### **Deadlines for Requesting a Leave of Absence**

The student must submit the completed leave of absence request to the associate dean of counseling by the following deadlines:

1. Fall Semester: First Monday in December
2. Spring Semester: First Monday in May
3. Summer I Term: Last Friday in June
4. Summer II and III Terms: Last Friday in July
5. Maymester and Wintermester Terms: Last Class Day Before Final Exams

### **Mental Health Leave Review Committee**

The Mental Health Leave Review Committee (hereafter referred to as the "Committee") will consider a request for a student's temporary leave of absence due to a mental health condition. The Committee will be composed of the associate dean of counseling or designee, the district dean of students or designee, the registrar or designee, the chair of the Strategies of Behavioral Intervention (SOBI) Care Team or designee, the chair of the Disciplinary Appeals Committee (DAC) or designee, and the director of ACCESS or designee.

### **Approval of a Student's Request for a Voluntary Leave of Absence**

The Committee will approve a student's request for a voluntary leave of absence due to a mental health condition in accordance with the following:

1. The student's explanation for the requested temporary leave of absence; or
2. The student's submission of appropriate documentation from a licensed medical or mental health care provider stating that it is in the best interest of the student to take a temporary leave of absence from Collin College for a specified period of time.

### **Refunds**

Determination of tuition payment refunds will be made on a case-by-case basis at the sole discretion of the vice president of student and enrollment services.

### **Re-Entry Provisions**

Collin College will require a student with a mental health condition who has taken a voluntary leave of absence to demonstrate his or her fitness to return to Collin College. A student will contact the associate dean of counseling at the campus where he or she is predominantly enrolled or via email at [personalcounseling@collin.edu](mailto:personalcounseling@collin.edu) one (1) semester prior to the date of the end of the leave period. Decisions regarding whether to allow a student to return

to Collin College will be determined by the Committee as follows:

1. The Committee will require documentation from a licensed medical or mental health care provider stating that the student is able to return with or without accommodations.
2. The Committee may seek a second opinion from an independent licensed medical or mental health care provider not affiliated with Collin College.
3. The Committee will consider whether reasonable accommodations will allow the student to meet academic standards and remain safely in school.
4. The Committee may deny a student's request to return if it is determined the student will be unable, upon return, to safely remain at Collin College, even with or without a reasonable accommodation(s).
5. The student will be required to comply with Collin College's policies and procedures regarding readmission.

**Appeals**

The student may appeal the denial of re-entry to the vice president of student and enrollment services.

**Contact Information**

For more information, contact the associate dean of counseling via email at [personalcounseling@collin.edu](mailto:personalcounseling@collin.edu) or call 972.881.5126.