

Academic leave request for students

Subject: Medical Leave Request Due to Accident - Student ID: [Number]

Dear Dean [Name]/Academic Advisor,

I am writing to formally request a medical leave of absence from my studies due to injuries sustained in an accident on [Date]. As a [year/program] student in [Department], I need to temporarily suspend my academic activities to focus on medical treatment and recovery.

The accident has resulted in [injuries] that significantly impact my ability to attend classes, participate in laboratory work, and meet academic requirements. My physician has advised a recovery period of approximately [duration] before I can safely return to full academic activities.

I am requesting leave for the following:

- Current semester courses: [list courses]
- Any upcoming examinations or assignments
- [Laboratory/clinical/fieldwork] requirements

I have already contacted my course instructors to discuss the situation and will work with the academic office to explore options for:

- Incomplete grades with makeup opportunities
- Medical withdrawal where appropriate
- Tuition adjustment considerations

I plan to return for the [semester/quarter] term and will provide medical clearance documentation before resuming my studies. I am committed to maintaining my academic standing and appreciate any guidance on the best path forward.

Attached please find my medical documentation and any required forms. I am available to meet with academic advisors to discuss my situation further.

Thank you for your understanding and assistance.

Sincerely,

[Your Full Name]

[Student ID]

[Program/Major]

[Contact Information]

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