

ACADEMIC AFFAIRS POLICY LETTER

Medical Withdrawal from the University Update

July 25, 2007

Official Medical Withdrawals from the University are initiated by contacting the Records Office in the Timme Center for Student Services. The request for Official Medical Withdrawal will be forwarded by the Records Office to the Birkam Health Center. These withdrawals must be approved and signed by a Birkam Health Center physician or the Counseling Center director. A Medical Withdrawal is a total withdrawal from all classes for a Part of Term/session, not a partial reduction in a student's schedule. Medical Withdrawals will result in the grade of "W" assigned to all full semester courses after the fourth (4th) calendar day, or the approved last 'drop day' of the semester for the course(s). Current semester grades awarded for courses completed on or before the effective Medical Withdrawal date will remain as assigned and credit will be given for the course(s). Examples would be courses in session A, or B.

Within the Part of Term/Session, the Medical Withdrawal is effective when the student is/was no longer able to attend classes due to documented medical reasons. If documentation is not available at the time the Medical Withdrawal is initiated, the student will be advised to process an Academic Withdrawal through the Records Office. The student must submit the required medical documentation to the Health Center within 14 calendar days of his or her Academic Withdrawal from the University to amend his or her withdrawal status to medical. Upon receipt of the required documentation, the Health Center will submit a Medical Withdrawal to the Records Office. Failure of compliance by the student will result in the Academic Withdrawal remaining in effect. Refer to the Academic Withdrawal policy for grade determination.

After the end of the semester, Medical Withdrawal requests must include medical documentation and be submitted to the Birkam Health Center within 30 days of the last day of classes for the given semester.

Students who receive a Medical Withdrawal effective fall or spring semester, and wish to return to the University, must reapply for admission and financial aid. Summer semester Medical Withdrawals will not affect a student's fall class schedule or financial aid; the student is not required to reapply for admission. The Health Center may place a "Medical Hold" on the student's record, preventing the student from registering for future semesters, until the hold is cleared by the Health Center.

The withdrawal process is the responsibility of the Records Office. The Dean of Enrollment Services will review exceptions to all withdrawal policies. To remain in compliance with federal regulations, the University may change withdrawal policies without prior notification.

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