SUMMARY:

A withdrawal for medical or psychological reasons is granted only for verifiable, documented medical or psychological reasons.

POLICY:

I. POLICY

A. Withdrawal from the University or from a course during final exams is not permitted.

B. Withdrawal for medical or psychological reasons is granted only for verifiable, documented medical or psychological reasons. Qualified on-campus health/counseling personnel examine each case on an individual basis and review supporting medical or psychological records.

C. Medical or psychological withdrawals may be either total withdrawals or partial withdrawals.

D. Students receiving a partial medical or psychological withdrawal are limited to the number of credit hours to which the course load was reduced until the requirements for a return from a medical-psychological withdrawal have been met.

E. Students receiving a full medical or psychological withdrawal are dropped from any future classes in which they are already enrolled.

II. WITHDRAWAL PROCEDURE

A. To initiate a medical withdrawal, a student must make an appointment with the Director of Student Health Services. Likewise, to initiate a psychological withdrawal, a student must make an appointment with the Director of Counseling Services. Both
offices are located in the Student Health/Counseling Services building. (See campus map for location.)

B. When the Director evaluates the student, a medical or psychological evaluation will be completed and treatment recommendations will be made.

C. The Director will then make a recommendation to the Provost’s Office, which will make a final determination whether the withdrawal for medical or psychological reasons will be granted. The Provost (or Provost’s designee) may choose to meet with the student and/or consult with the instructors of the courses in which the student is enrolled prior to making a decision.

D. In cases where a medical or psychological withdrawal is granted during the period of assignment of a grade of WF, a grade of W will be issued for the student’s coursework covered by the withdrawal. While a withdrawal date will be listed on the student’s academic transcript, it will not indicate that the withdrawal occurred due to medical or psychological reasons.

E. In cases where medical or psychological withdrawal requests are denied, the student may still utilize the standard withdrawal procedure.

III. REENROLLMENT PROCEDURE

A. Students wishing to return to a higher level of enrollment following a partial medical or psychological withdrawal must provide proof of treatment to the Director of Student Health Services for medical withdrawals or to the Director of Counseling Services for psychological withdrawals. The Director will evaluate the treatment in which the student participated and make a recommendation to the Provost (or Provost’s designee) regarding the adequacy of the treatment and the student’s suitability to return to a higher level of enrollment.

B. Students taking a full medical or psychological withdrawal and seeking to return to the University are required to submit to the Director of Student Health Services for medical conditions or to the Director of Counseling Services for psychological conditions documentation to demonstrate that the student is medically or psychologically able to return and to fulfill the fundamental responsibilities of academic and residential life, if applicable. The student may be required to participate in an evaluation with the Director of Student Health Services or the Director of Counseling Services prior to return and must comply with treatment recommendations upon return.

C. A student who withdraws from the University under this policy must also follow readmission procedures as noted in the current University Catalog.