SUMMARY:

This policy describes how and when a medical or psychological withdrawal may be granted and how one should go about initiating that process. In all cases, it is University policy that a withdrawal for medical or psychological reasons is granted only for verifiable, documented medical or psychological reasons.

POLICY:

I. POLICY

A. Withdrawal for medical or psychological reasons is granted only for verifiable, documented medical or psychological reasons. The director or designee of Counseling Services/Student Health Services will examine each case on an individual basis and review supporting medical or psychological records.

B. A medical or psychological withdrawal from the University or from a course during final exams will only be considered if there is documentation provided for the condition during that semester. Students with appropriate documentation of a medical or psychological condition during a prior semester can apply for a retroactive medical-psychological withdrawal.

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 or psychological withdrawal, a student must contact Student Health Services or Counseling Services. Both offices are located in the Student Health/Counseling Services building. (See campus map for location.)

B. The director (or designee) will then make a recommendation to the Senior Associate Provost for Retention & Student Completion, who will make a final determination whether the withdrawal for medical or psychological reasons will be granted. The Senior Associate Provost for Retention & Student Completion or 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.

C. 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.

D. 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 or designee for medical withdrawals or to the director of counseling services or designee for psychological withdrawals. Proof of treatment includes regular attendance of therapy, treatment plan, diagnosis, medications, and that the mental health condition which prompted the psychological withdrawal is currently being treated and is now stable or medical diagnoses is in remission. The director or designee will evaluate the treatment in which the student participated and make a recommendation to the Senior Associate Provost for Retention & Student Completion or 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 or designee for medical conditions or to the director of counseling services or designee 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 (or designee) of Student Health Services or the Director (or designee) of Counseling Services prior to return and must comply with treatment recommendations upon return.