



UAR NUMBER:

TITLE:

ORIGINATOR(S):

INITIAL ADOPTION:

REVISION DATE(S):

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

PURPOSE:

SCOPE:

DESCRIPTION (INCLUDE DEFINITIONS):

A student may request and be considered for a medical withdrawal when extraordinary circumstances, such as a serious illness or injury prevent the student from continuing classes. The medical withdrawal policy covers both physical health and mental health difficulties.

A medical withdrawal can only be approved for one semester during a student’s undergraduate studies. Likewise, a medical withdrawal can only be approved for one semester during a student’s graduate studies.

A medical withdrawal from the University will constitute a full withdrawal from all academic classes for the requested semester. Withdrawal from courses through the regular process should be considered prior to requesting a medical withdrawal.

A request for a medical withdrawal must be filed on or before the last day of the semester involved unless the student can provide documentation to show that it was not possible to make the request within this timeframe.

A medical withdrawal does not dismiss students from their financial obligations with the University. Financial obligations could include tuition and fees, housing costs, outstanding fines, repayment for financial aid, telephone bills, etc.

Application for a medical withdrawal does not guarantee that a withdrawal will be granted. All medical withdrawal requests are evaluated on an individual basis. Students may apply for a medical withdrawal by following the guidelines provided below.

Procedure for Medical Withdrawal:

1. The student may contact the office of the Associate Vice President for Undergraduate Education & Student Success for assistance or the student may obtain electronic copies of the necessary documents from the Academic Affairs web page at <http://www.moreheadstate.edu/Academic-Affairs/Medical-Withdrawal>.
2. The packet of documentation includes:
 - a. PROCEDURE – UAR 130.03.
 - b. FORMS:
 - i. Request for Medical Withdrawal Form
 - ii. Medical Withdrawal Consultation Form - Accounting and Financial Services
 - iii. Medical Withdrawal Consultation Form – Financial Aid
 - iv. Medical Withdrawal consultation Form – International Students
3. The student must also provide a typed, signed letter explaining how the illness or condition affected their ability to maintain their status as a student at the University and why withdrawing from courses through the regular process was not an option for them. Incomplete grades in courses may be arranged with the respective instructors at their discretion and may be an option for students to consider instead of a medical withdrawal.
4. The student must provide (in a sealed envelope) a typed letter from their treating physician(s), recommending a withdrawal for medical reasons. This letter must state the specific rationale for the recommendation, including why the illness or condition prevented the student from maintaining their status as a student at the University. The letter must also include the effective date of the onset of the illness or condition (The effective date will be used to determine if the student is eligible for any refunds.) and anticipated date of resolution, if applicable. A statement recommending withdrawal without the supporting rationale will not be considered;
5. Medical information provided in a sealed envelope will only be reviewed by the medical professionals in Counseling and Health Services. Counseling and Health Services will not copy or forward the medical documentation to any other office or department.
6. Students requesting a medical withdrawal must give consent for Counseling and Health Services to discuss the reason and circumstances for a medical withdrawal and release from the treating provider(s) in addition to the letter described above. Additionally, consent must be provided that will allow the Associate Vice President for Undergraduate Education

APPROVED BY:

VICE PRESIDENT:  DATE: 7/12/18

APPROPRIATE INSTITUTIONAL REVIEW:  DATE: 7/12/18

PRESIDENT:  DATE: 7/12/18

DESCRIPTION (CONTINUED):