

UAR NUMBER: 130.02
TITLE: Medical Withdrawal
ORIGINATOR: Associate Vice President for Academic Affairs
INITIAL ADOPTION: 6/01/2009
REVISION DATES: 9/10/14
PURPOSE: Provide guidelines and procedures for graduate and undergraduate students who have exceptional health circumstances that require withdrawal from the University after the normal withdrawal period.

PROCEDURAL

REFERENCES:

SCOPE: All graduate and undergraduate students

DESCRIPTION:

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 within six months of the end of the semester involved unless the student can provide documentation to show that it was not possible to make the request within this timeframe. Students may apply for a medical withdrawal by following the guidelines provided below. Application for a medical withdrawal does not guarantee that a withdrawal will be granted. All medical withdrawal requests are evaluated on an individual basis.

Procedure for Medical Withdrawal:

1. The student may contact the office of the Associate Vice President, Academic Affairs/Academic Programs (AVPPAA) for assistance or the student may obtain electronic copies of the necessary documents from the AVPAA web page at www.moreheadstate.edu/academicprograms. Paper copies can be obtained in the AVPAA office. The packet of documentation includes:

a. PROCEDURE – UAR 130.02:

b. FORMS:

i. Request for Medical Withdrawal Form

ii. Medical Withdrawal Consultation Form- Accounting and Financial Services

NOTE to Student: All students seeking a medical withdrawal must contact the Office of Accounting and Financial Services. The Office of Accounting and Financial Services will assist the student with identifying all outstanding obligations to the University and how they can pay those obligations. The completed form must be submitted with the application materials.

iii. Medical Withdrawal Consultation Form- Financial Aid

NOTE to Student: All students seeking a medical withdrawal must contact the Financial Aid Office. The Financial Aid Office will assist the student in understanding how a medical withdrawal may impact their financial aid. The completed form must be submitted with the application materials.

iv. Medical Withdrawal Consultation form- International Students

NOTE to Student: If you are an international student with a **F1/J1** visa, you must consult with the International Student Services Office prior to submitting a request to withdraw for medical reasons. There are serious immigration consequences that may result from your withdrawal from the University. You must attach a completed form to the Request for Medical Withdrawal Form.

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

3. The student must 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; 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.
5. 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, Academic Affairs/Academic Programs to notify Enrollment Services, Registrar, Financial Aid, Accounting and Financial Services, Housing (if residing on campus), appropriate faculty, and other pertinent parties of an approved withdrawal.
6. If the withdrawal for medical reasons is approved, a medical withdrawal hold will be placed on the student's University enrollment records by the Academic Programs Office. 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.

University Procedure for Medical Withdrawal

1. Counseling and Health Services receives the completed package of the appropriate documentation provided by the student to the Academic Programs Office.
2. Counseling and Health Services confirms the accuracy of the information and provides a decision to recommend or not recommend the medical withdrawal to the Associate VPAA/Academic Programs.
3. The Associate VPAA/Academic Programs will consider all relevant academic or personal information (e.g., number of previous withdrawals, number of prior requests for special consideration, etc.) in making their decision.
4. The Associate VPAA/Academic Programs will approve or disapprove the request for a medical withdrawal and complete the bottom portion of the Request for Medical Withdrawal form.

If the request for Medical Withdrawal is approved:

1. The Academic Programs Office will place a medical administrative hold on the student's records.
2. The Registrar's office will remove them from the courses.
3. Before the student will be allowed to register for classes they must provide the Academic Programs Office with a letter from their healthcare provider(s). The provider's letter must release the student to return to the University and must include information that discusses the student's sufficient recovery and their ability to manage course work at MSU.
4. The Academic Programs Office will send a notice that the student has been approved to withdraw from the University to:
 - a. The student
 - b. Counseling and Health Services
 - c. Registrar's Office
 - d. Accounting and Financial Services
 - e. Financial Aid Office
 - f. International Student Services Office, if applicable

- g. The student's academic advisor and other appropriate individuals within the University.
5. Counseling and Health Services must retain the original copy of the Request for Medical Withdrawal form and all documentation for a minimum of five years.

If the Request for Medical Withdrawal is not approved:

1. The Academic Programs Office will send or give the student a copy of the disapproved Request for Medical Withdrawal form.
2. The decision of the Associate VPAA/Academic Programs concerning Medical Withdrawal is final. NOTE: The student may appeal to the President of the University if they can show a failure of due process.

Student Procedure for Return to the University

1. Students must be certain that they will be able to return to the University and successfully complete future course work. 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.
2. To register for future semester course work, students must provide Academic Programs Office with a letter from their healthcare provider(s). The provider's letter, releasing the student to return to the University, must include information that discusses the student's sufficient recovery and their ability to manage course work at MSU.
3. The Academic Programs Office will remove the Medical Withdrawal hold. The student should then meet with an Enrollment Services counselor, their academic advisor, Financial Aid counselor and an International Student Services Counselor (if required) to be properly and completely readmitted and register for classes.

Approved by: Wayne D. Andrews, President, October 3, 2014