

Policy Number	Subject	Effective Date	Revised Date
5.0050P	Medical Withdrawal (Administrative)	12/18/02	
Responsible Division / Department: Student Affairs			
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Existing Policy <input type="checkbox"/> Minor/Technical Revision of Existing Policy <input type="checkbox"/> Reaffirmation of Existing Policy			

I. OBJECTIVE & PURPOSE

1.) To make a judicious decision that protects the health, safety, and welfare of the student and the University community; 2.) To allow the student to leave school to undergo treatment; 3.) To provide the University with an opportunity to evaluate the student’s readiness to re-enroll when he/she requests to do so. This policy is designed to allow for an administrative withdrawal when the student is either physically or mentally incapable of going through the regular withdrawal process, or the illness is of such a confidential nature that disclosure to a doctor or mental health professional is more appropriate.

II. STATEMENT OF POLICY

Students who pose a significant danger of imminent or serious physical harm to themselves or others and/or present with a medical condition that renders them incapable of functioning in the academic environment will be withdrawn from the University, upon a review by appropriate University personnel.

III. STATEMENT OF PROCEDURES

A Withdrawal Initiated by University

1. If a faculty member or University official encounters a student who poses a danger of imminent harm to themselves or others and/or present with a medical condition that renders them incapable of functioning in the academic environment, he or she should contact Campus Police at 620-2801. If the student is not in imminent danger, but is in need of medical or psychiatric assistance, a referral should be made to Student Medical Services (Robinson Center, Rm. 1501; tel: 620-2900) or the Counseling Center (Founder’s Hall, Rm. 2068; tel: 620-2602). Faculty may also bring a student to either office for immediate attention.

2. The student may be subject to an immediate temporary withdrawal, pending a further determination. A student subject to such a withdrawal shall be offered an opportunity to meet with the Vice President for Student and International Affairs or his/her designee.
3. Upon a review of all available documentation and consultation with the Director of Student Medical Services, the Director of the Counseling Center, a designated Faculty Member, and the Associate Vice President for Student Affairs or their respective designees, the Vice President for Student and International Affairs and the Provost will make a decision regarding withdrawal from classes and conditions for re-enrollment.
4. The Director of Student Medical Services or Counseling Center will complete the administrative Medical Withdrawal Request Form and will forward it to the Vice President for appropriate action. The Student Affairs Vice President (or designee) will furnish the student with the following:
 - a) notice of intent to withdraw the student from classes, issue trespass after warning and/or remove him/her from University Housing, stating the reasons for these actions;
 - b) a possible advisor designated by the Associate Vice President for Student Affairs;
 - c) an opportunity to appeal the decision by presenting relevant information to the Office of the Vice President for consideration.

The Vice President (or designee) will determine if a refund of tuition or fees is appropriate based on the circumstances of the medical withdrawal and will inform the student of the decision in writing.

5. A letter from the Provost and the Vice President will stipulate the conditions for re-enrollment (including length of academic leave) and that the student will be blocked from re-enrollment until those conditions are met. The University reserves the right to require appropriate documentation, including, but not limited to, a report from a medical provider and other evidence of compliance with re-enrollment conditions.
6. A notation will be placed on the student's record indicating a registration hold for medical reasons. This hold will require that the student contact the Student Affairs Vice President before re-enrollment. A notation of "WM" will be put on the student's transcript for all courses from which the student is withdrawn.
7. If appropriate, copies of the Medical Withdrawal Request Form will be hand-delivered by the Enrollment Services Processing Center to the following offices: Athletics, International Center, Housing, and Academic Advising. These offices will provide the student with information regarding the impact of the withdrawal on his/her current and future status, as well as avenues of appeal.
8. Invoking this policy does not mean that the student will necessarily be exempt from regular disciplinary action according to the University Student Code of Conduct.

9. The Office of the Vice President for Student Affairs will contact the Enrollment Services Processing Center to lift the hold on the student's registration upon appropriate completion of re-enrollment conditions.

B. Withdrawal Initiated by Student

1. If a student incurs a serious medical condition that prevents him/her from independently completing the withdrawal (or petition for a late withdrawal) process, the student may initiate contact with the Director of Student Medical Services or Counseling Center as appropriate.
2. Upon review of all available documentation and information, the Director of Student Medical Services or Counseling Center, in consultation with a designated faculty member (without student identification), will make a recommendation as to whether a medical withdrawal is appropriate.
3. The Director of Student Medical Services or Counseling Center will complete the Administrative Medical Withdrawal Form and forward it to the Vice President for Student and International Affairs and Provost for approval. The Vice President (or designee) will determine if a refund of tuition or fees is appropriate based on the circumstances of the medical withdrawal.
4. The Enrollment Services Processing Center will receive a copy of the approved form and will place a "WM" on the transcript for the designated term. If appropriate, the Director of Student Medical Services or Counseling Center may also request a registration hold which would require the student to contact Student Medical Services or the Counseling Center prior to re-enrollment.
5. The Director of Student Medical Services or Counseling Center will notify the student of the decision in writing. Included in this documentation will be the decision regarding any tuition or fees refund as well as any conditions for re-enrollment (if appropriate).
6. If appropriate, copies of the Administrative Medical Withdrawal Request Form will be hand-delivered by the Enrollment Services Processing Center to the following offices: Athletics, International Center, University Housing, and Academic Advising. These offices will provide the student with information regarding the impact of the withdrawal on his/her current and future status, as well as avenues of appeal.
7. Invoking this policy does not mean that the student will necessarily be exempt from regular disciplinary action according to the University Student Code of Conduct.
8. The Student Affairs Vice President will contact the Enrollment Services Processing Center to lift the hold (if applicable) on the student's registration upon appropriate completion of re-enrollment conditions.

Formerly 9-5.005