Withdrawal for Medical Reasons - Frequently Asked Questions

Description
- A student may apply for a Withdrawal for Medical Reasons when they experience a medical and/or psychological condition that makes it difficult for them to be academically successful.
- Students may initiate requests for a Withdrawal for Medical Reasons with the Dean of Students Office.
- If the student is granted a Withdrawal for Medical Reasons after review by the Dean of Students, Academic Dean, and Counseling or Health Services, the Dean of Students Office will assist the student in obtaining their Academic Dean’s and faculty signatures on the relevant withdrawal form.
- A “W” recorded on one’s transcript that is connected to a Withdrawal for Medical Reasons will not be counted as one of two allowed course attempts.
- If a student is denied a Withdrawal for Medical Reasons, they may consult with their Academic Advisor and Academic Dean regarding a non-medical withdrawal, but will not have the assistance of the Dean of Students Office in completing all necessary paperwork. The W will then be counted as one of two allowed course attempts.

What are the University forms utilized within this policy?
- In the period after the Last Day to Drop but before the last day of classes, the student may drop one or all classes. The form to be utilized is the Request to have WF’s changed to W’s due to Extenuating Circumstances Form.
- After the end of the semester and up to one year following, the student must withdraw from all classes. The form to be utilized is the Post Semester (Retroactive) Extenuating Circumstances Withdrawal Form.

What about the confidentiality of the student?
- The Dean of Students Office will ask the student to sign both FERPA & HIPAA releases.
- Due to the need for the student to sign release forms, no one but the student may initiate the withdrawal process.

What's an example of a withdrawal request that would NOT fall under Withdrawal for Medical Reasons?
- A withdrawal request that would not fall under medical conditions may be a personal reason that is not directly related to one’s medical or psychological health. For example, a family or financial situation, or a need to re-evaluate interests and/or goals.

Is this policy considered a Leave of Absence?
- No. Students who do not take classes for one or more consecutive semesters must reapply for admission through the Admissions & Financial Aid Office.

Where is this policy located in the Academic Catalog?
- This policy is noted in the Registration section of the Academic Catalog. You may view the full policy on the Dean of Students website.

How are grades recorded when one is granted a Withdrawal for Medical Reasons?
- The grade for each course will be recorded as a “W” on the student’s transcript. Please note that a “W” recorded on one’s transcript that is connected to a Withdrawal for Medical Reasons will not be counted as one of two allowed course attempts. The Dean of Students Office will keep records of which courses were recorded as a medical reason “W” if questions arise regarding course attempts.

Are refunds offered for a Withdrawal for Medical Reasons?
- There will be no refund for any courses approved for Withdrawal for Medical Reasons if processing is completed after the university’s refund deadline (see Academic Calendar).