



## 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](#)).