



## **Medical Withdrawal from University**

Students requesting a withdrawal for medical reasons must provide appropriate medical documentation prior to granting of the withdrawal. In deciding to approve a student's request for a medically related absence or withdrawal, the Dean of Students will consider relevant medical and other information available, including information provided in a timely manner by the student.

Students may be granted a withdrawal for medical reasons at any time and readmission is contingent upon the condition being resolved or managed successfully. In such cases, the Dean of Students may require information from a physician or therapist attesting to the readiness of the student to successfully resume studies.

Refunds, if warranted, will be processed according to [University Withdrawal Refund Policy](#) and Federal Regulation regarding Title IV funds.

Students requesting withdrawal, that reside on campus, will need to vacate their residence hall spaces within 2 business days of submitting the withdrawal paperwork. All belongings must be removed and keys returned in order to complete the appropriate check out process. Any requests for extensions need to be made through the Residence Life Office. Only the Associate Dean of Residence Life or a designee, can provide approval for extensions. Any housing or dining refunds, if warranted, will be calculated based on University policies and date of departure.

### **To Be Completed by The Student:**

Student ID/Name: \_\_\_\_\_

Best contact number: \_\_\_\_\_

Medical Documentation Attached?  Yes  No

Are you completing the current semester?  Yes  No

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Registrar's Office Use Only:**

Processed By: \_\_\_\_\_ Withdrawal Code: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Date of Determination: \_\_\_\_\_

### **Dean of Student's Office Use Only:**

Effective Date : \_\_\_\_\_ Date Received: \_\_\_\_\_

Dean of Students Signature: \_\_\_\_\_