

Medical Withdrawal Committee Procedure

A student may voluntarily withdraw from the University for any reason through the middle of the term of instruction (see <https://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s498>). Withdrawal with no grade reported after this deadline will be granted by the Medical Withdrawal Committee only in exceptional circumstances. **Exceptional circumstances are generally unforeseen occurrences that significantly limit a student's ability to withdraw prior to midterm.** A withdrawal after the middle of the term of instruction with no grade reported¹ is an extraordinary remedy and is intended to be applied narrowly. This procedure governs requests for an exception to the normal University withdrawal policy based on exceptional circumstances that are medical in nature.²

General:

- A. Decisions on a request for a withdrawal for medical reasons or readiness to return following a withdrawal for medical reasons will be based on committee review of medical and academic records.³
- B. This procedure does not pertain to students seeking medical release from quizzes, examinations, class assignments, other course-based activities or program requirements. Nor does it pertain to students seeking readmission following an academic recess. Those requests remain at the discretion of the instructor of record, major professor/advisor/guidance committee, and/or the office of the associate dean of the student's college or the Undergraduate University Division (UUD).
- C. This procedure does not apply to requests for exceptions to the University recess and dismissal policies.

Procedural Steps: The following procedure will be used when a student (graduate, graduate-professional—with the exception of Osteopathic Medicine—, or undergraduate):

- A. Requests a **withdrawal for medical reasons** from a previous semester or the one in which they are currently enrolled.^{4,5}
- B. Requests to **enroll following a withdrawal for medical reasons** if evidence of readiness to return was specified when the withdrawal for medical reasons was granted.

Step 1: Initiating Requests

- A. All requests for consideration of a withdrawal for medical reasons must be initiated by

¹ If a withdrawal is granted, a "W" will appear on a transcript.

² Some students who apply for medical withdrawal may have a disability. Note that students should contact the Resource Center for Persons with Disabilities (RCPD), www.rcpd.msu.edu, 517-884-RCPD, with any accommodation needs. Also note, any student who believes they have been discriminated against based on their disability may file a claim with the Office for Inclusion & Intercultural Initiatives (which is also the office of the University's ADA Coordinator), www.inclusion.msu.edu, (517)353-3922.

³ The committee includes the Associate Provost for Undergraduate Education and/or the Associate Provost for Graduate Education or designee(s), as appropriate, the University Physician and the Counseling Center Director. The committee receives advice from the Office of the General Counsel. The associate dean of the student's college or the UUD representative or their designee(s) will be included as appropriate. Additional information may be sought from the Office of Financial Aid and the Office of the Registrar in cases involving students receiving financial aid or veteran's benefits.

⁴ A student's request for withdrawal for medical reasons will apply to all courses attempted during the semester under review. Any exceptions must be justified by medical treatment records.

⁵ Requests for withdrawals for medical reasons for semesters that extend beyond the previous academic year will not be granted.

the office of the associate dean of the student's college or the UUD, who will submit the appropriate request form.

- B. Students must submit a signed *Patient Authorization for Disclosure of Health Information* form to the University Physician at the address below (by fax, mail, or hand-delivery). The form is available in the office of the University Physician or online at <http://undergrad.msu.edu/userfiles/file/medwithdrawal/patauth.pdf>.

University Physician's
Office Michigan State
University 463 E.
Circle Drive, Room
346 East Lansing, MI
48824
Fax#: 517-355-0332
(secure fax) Phone#: 517-
353-8933

- C. Students must submit copies of medical treatment records **that pertain to the medical condition at issue in the request for withdrawal for medical reasons**, and if appropriate, a letter from his/her treatment provider on medical office letterhead summarizing the treatment. The medical documentation should be limited to relevant information – information that supports the reason for the need for leave in the semester in question. It is the student's responsibility to follow up with medical treatment providers to assure the relevant medical treatment records have been received by the University Physician. Any costs associated with copying medical treatment records will be the responsibility of the student. The student should contact the University Physician with any questions regarding specific information to submit or regarding what has already been submitted.
- D. The signed *Patient Authorization for Disclosure of Health Information* form and medical treatment records must be received by the University Physician at least two weeks prior to a scheduled committee meeting in order to appear on the agenda. Requests from students who fail to provide a signed *Patient Authorization for Disclosure of Health Information* form or the relevant medical treatment records to the University Physician within 45 days of the date of the request for review will be automatically denied. In such cases, following consultation with the office of the associate dean of the student's college or the UUD, a new request may be submitted.

Step 2: Committee Meetings and Decision-Making Process

- A. The committee generally meets monthly.
- B. The University Physician (or designated health professional) will review the medical treatment records and provide the committee with a summary assessment, including as appropriate, whether the medical condition constitutes an exceptional circumstance that limited the student's ability to perform academically in the semester in which the withdrawal for medical reasons was requested and how the medical condition may have affected the student's ability to withdraw prior to the middle of the term.
- C. Based on the University Physician's summary medical assessment and review of academic records, the committee will determine whether the "exceptional circumstances" standard is met.
- D. A student granted a withdrawal for medical reasons may be required to provide the

University Physician with medical treatment records that demonstrate evidence of readiness to return prior to further enrollment. In cases where readiness to return documentation is required, generally at least one semester must elapse prior to a request being considered. Based on the University Physician's summary medical assessment, evidence of completion of any conditions imposed by the committee at the time of the withdrawal for medical reasons and any other information submitted, the committee will determine whether the evidence supports readiness to return. Enrollment will be delayed until readiness to return following a withdrawal for medical reasons can be demonstrated.

Step 3: Communicating Committee Decisions

- A. The decision of the committee will be communicated to the student by the office of the associate dean of the student's college or the UUD.⁵
- B. In cases where the request for withdrawal for medical reasons is granted, the Office of the Associate Provost for Undergraduate Education will forward the request for withdrawal (with a "W" grade reported) and full tuition refund for the semester to be withdrawn to the Office of the Registrar. In cases where evidence of readiness to return is required, if appropriate, the associate dean of the student's college will request that the Office of the Registrar drop the student's future enrollment.
- C. If evidence of readiness to return is required, the office of the associate dean of the student's college or the UUD will place a hold preventing the student's enrollment.
- D. In cases where the request for readiness to return is supported, the office of the associate dean of the student's college or the UUD will remove the hold preventing the student's enrollment.

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The committee decision is final. More than one medical withdrawal will generally not be granted.