



## Student Medical Withdrawal Policy

Effective Date: April 25, 2016

Approval: November 7, 2017

Maintenance of Policy: Office of the  
Provost

**PURPOSE:** The University of Dayton is committed to the success of its students as well as the safety and welfare of its community. The University recognizes that a student may experience a medical or mental health condition or situation that significantly impairs his or her ability to function successfully or safely as a student and, because of that, may need to take some time away from the University. This policy sets forth the expectations in making determinations regarding a student's medical withdrawal and conditions for return.

**SCOPE:** This policy applies to all students.

### **POLICY:**

The University recognizes there are a variety of reasons why a student may withdraw before completing a course of study, including medical or mental health issues or other personal reasons. Determinations regarding any such withdrawal and any expected return to the University are to be tailored to an individual student's needs and circumstances, as further detailed in this policy. This policy does not address withdrawals that may take place for other reasons, such as academic performance issues, the outcome of a student disciplinary proceeding, or other failures to comply with University expectations.

#### **A. Overarching Principles**

All withdrawals covered by this policy should be governed by the following principles:

##### Determination / Assessment Principles

1. Any withdrawal determinations should be based on an assessment of current, available medical documentation or advice about the student, and/or observable conduct that affects the health, safety, or welfare of the campus community

### **REFERENCE DOCUMENTS:**

1. Appendix A: Procedure for Voluntary Medical Withdrawal and Return
2. Refunds for Student Withdrawals Policy

### **POLICY HISTORY:**

Approved in original form  
April 25, 2016

Approved as amended  
November 7, 2017

POLICY [continued]

2. Any assessments of risks should be individualized and conducted in a team environment.
3. In the absence of an emergency or direct threat, voluntary withdrawal or restrictions shall be encouraged prior to any determination of involuntary withdrawal.
4. Any imposed conditions, including reenrollment conditions (if any), should be reasonable and individualized for a particular student's situation.
5. Any conduct code or other policies relevant to a withdrawal shall be applied equally to all similarly-situated students, *i.e.*, without regard to known or perceived medical or mental health conditions and without regard to any protected class status under applicable local, state or federal law, ordinance, or regulation.

Procedural / Timing Principles

1. Students shall be provided notice of any withdrawal determinations and shall be afforded the opportunity to appeal such determinations.
2. Withdrawal determinations should proceed as quickly as possible to allow a student experiencing difficulties to receive the support he or she needs.
3. The date of withdrawal for tuition refund purposes is the last date of class attendance. Charges for other services provided by the University are incurred as they are used or as otherwise required by contract or policy.
4. Ryan C. Harris Learning Teaching Center's Office of Learning Resources (OLR) will maintain all medical documentation related to withdrawal determinations but may share such documentation with others within the University with whom the office consults, on a need-to-know basis and consistent with applicable privacy laws.
5. Partial withdrawals may be appropriate, depending on a student's specific circumstances.

**B. Voluntary Medical Withdrawal**

In all cases of a voluntary medical withdrawal, the student ultimately makes the decision to withdraw from the University. Such a decision may be reached at the encouragement or with the assistance of University officials. In some cases, a plan for reenrollment may be established at the time of withdrawal.

The process for submitting a request can be found in Appendix A.

Following the consultative process, OLR will make a determination regarding whether or not the request qualifies for a medical withdrawal and, if applicable, subsequent reenrollment subject to certain conditions. The student may appeal the decision to the Director of OLR.

**C. Reenrollment Following a Medical Withdrawal**

Students wishing to reenroll following a medical withdrawal must satisfy the reenrollment conditions established at the time of the withdrawal.

POLICY:

If medical documentation was established as a condition for reenrollment, the University will give significant weight to the opinion of the student's treatment providers regarding the student's readiness to return to the academic environment at the University, with or without accommodations. In extraordinary circumstances, the University may require the student to undergo an additional individualized assessment to make a determination regarding the student's readiness for return. The University may also impose conditions on the student as part of his or her return, based on the particular student's situation.

If the University denies a student's request to reenroll, the University may include recommendations that will enhance the student's ability to successfully reenroll in the future.

A student may appeal any decision concerning reenrollment to the Director of OLR.

If a student is permitted to reenroll following a medical withdrawal, the student is responsible for coordinating the return to the University community with his or her Dean's Office; the Office of Financial Aid; Registration; Housing; and Dining Services. A student must also resolve any outstanding Code of Conduct issues with the Office of Community Standards and Civility prior to his or her return.

## APPENDIX A

### Process for Requesting a Voluntary Medical Withdrawal

A withdrawal can be considered a “medical withdrawal” if a student cannot continue in classes or finish academic requirements during a term for reasons related to the student’s physical and/or mental health. In most cases, a medical withdrawal will be a withdrawal from all courses in which the student is registered, though partial withdrawals may be appropriate in some cases. (See Guidelines for the Academic Dean’s Office, below, regarding partial medical withdrawals. Partial withdrawals are not available in the University of Dayton School of Law.)

The final disposition of the withdrawal request rests with the Ryan C. Harris Learning Teaching Center’s Office of Learning Resources. Determination of the official date of withdrawal rests with the academic Dean’s Office. This process covers both undergraduate and graduate students at the university. Please note that the medical withdrawal process does not dismiss/waive any legal, disciplinary, housing, meal plan, or other student responsibilities to the university.

This process has been developed in order to ensure: (1) consistency of treatment across requests, (2) consideration of the individual circumstances of each request, and (3) privacy of medical information. In keeping with the Marianist spirit of compassion and collaboration, every effort will be made to assist the student and family through what is often a very difficult time in their lives.

An approved medical withdrawal is a special form of withdrawal which may provide the student with certain benefits not available under a regular withdrawal. For this reason the university asks for additional information not required for a regular withdrawal request.

#### ***Step 1. Initial Information***

The request for a voluntary medical withdrawal must be submitted to the Learning Teaching Center’s Office of Learning Resources (OLR) by the student using the online form or in writing or by the Dean’s Office in collaboration with the student or family. If the student is unable to submit either the online form or a written request at the time the request is made, the student or the person making the request on behalf of the student should contact OLR directly (937-229-2066). The online form or written request should be submitted as soon as possible thereafter.

In general the medical withdrawal request should include the following information:

#### **Part I.** From the student:

1. Reason for the request
2. Anticipated date of return
3. Signed FERPA release

**Part II.** Documentation from an attending health care provider which provides, when possible:

- a. General description of the illness/condition and treatment
- b. Date of onset of the illness or condition
- c. Dates student was under care
- d. Why or how this has prevented or will prevent the student from completing academic work and/or from functioning effectively in the university's living community
- e. Anticipated date of return
- f. Upon return to the university, additional support the student anticipates needing

Any print or electronic medical information presented to a UD professional by the student or family should be submitted or forwarded to OLR in a secure manner in order to protect the privacy of the student. All such materials will be archived in OLR.

### ***Step 2. Consultation and Decision Process***

In consultation with the academic Dean's Office for the school in which the student is enrolled at the time of the request, the OLR professional staff will review the withdrawal request and the documentation submitted in support of the request (Parts I & II above). Other campus units (e.g. University Health Center, University Counseling Center, International Student Support Services) may also be consulted as appropriate. OLR will make a determination regarding whether or not the request qualifies for a medical withdrawal and, if applicable, for subsequent reenrollment subject to certain conditions.

If the medical withdrawal is granted, the academic Dean's Office will place a Dean's Hold on the student's account. The academic Dean's Office will also give official notification of the withdrawal date to the Registrar's Office, Office of Student Accounts, Housing & Residence Life, Dining Services, and OLR.

In order to ensure a smooth departure and return, the student should notify and settle all outstanding accounts with the Office of Student Accounts, Financial Aid, Housing, and Dining Services. If there is a disciplinary case involved, the student should notify the Office of Community Standards and Civility of her/his intent to obtain a medical withdrawal and determine a timeline for settling the case.

The student may choose to speak with the Counseling Center, the Health Center, or other campus units as appropriate.

If the student's request for a medical withdrawal is denied, the student can appeal the decision to the Director of OLR. The student may also appeal any decision on reenrollment to the Director of OLR.

If the student's appeal is denied, the student may lodge a further appeal with the Medical Withdrawal/Reenrollment Appeal Committee, which shall consist of the Dean of Students, the Director of the Counseling Center, and the Director of the Office of Student Accounts. The Director of OLR shall

be available to provide the rationale in support of the first appeal decision, and designated representatives from other units shall also be available as needed.

### **Returning from a Medical Withdrawal**

#### **Process for the Student**

1. The student notifies the University of her/his intent to return after a medical withdrawal by submitting a form (online or written) to OLR. The student may also contact OLR by phone at 937-229-2066 and arrange to submit the information for the form. This form asks:
  - a. What term the student intends to return
  - b. What has changed in the student's circumstances that makes her/him ready to return
  - c. What support the student anticipates needing at the university, if anySubmission of the form will automatically notify the appropriate academic Dean's Office of the student's intent to return.
2. If the student's request is granted, the student should notify the Office of Financial Aid, Registration, Housing, and Dining Services of their intent to return. Any outstanding conduct cases must be resolved through the Office of Community Standards and Civility before or upon the student's return.
3. The student is encouraged to contact the Counseling Center, the Health Center, and/or OLR as appropriate to discuss possible accommodations and support.
4. If the student's request to return from a medical withdrawal is denied, the student can appeal the decision with the Director of OLR. The student may also appeal any decision on reenrollment to the Director of OLR.
5. If the student's appeal is denied, the student may lodge a further appeal with the Medical Withdrawal/Reenrollment Appeal Committee, which shall consist of the Dean of Students, the Director of the Counseling Center, and the Director of the Office of Student Accounts. The Director of OLR shall be available to provide the rationale in support of the first appeal decision, and designated representatives from other units as needed.

#### **Process for the University**

1. The student notifies the University of her/his intent to return by completing an online form (see Process for the Student #1, above).
2. Following the student's notification of intent to return, OLR professional staff review the initial medical withdrawal documentation and any reenrollment conditions established at the time of the withdrawal in consultation with the academic Dean's Office for the school in which the student is enrolled at the time of the withdrawal and also with other campus units as appropriate. If it was stipulated at the time of withdrawal, the student will be asked to submit a letter from a qualified third party indicating that the student is ready to return to the residential academic environment at the University of Dayton.

3. OLR professional staff make a determination, based on the student's form and documentation (if requested), as to whether to grant the student's request to return, and informs the appropriate academic Dean's Office and the student. If the request is denied, the student can appeal the decision as described above in (4) and (5) under Process for the Student.
4. The academic Dean's Office sends notice of the determination to the Registrar, the Office of Student Accounts, and Housing & Residential Life, and lifts the registration Hold.
5. The student should notify the Office of Financial Aid, Registration, Housing, and Dining Services of their intent to return. Any outstanding conduct cases must be resolved through the Office of Community Standards and Civility before or upon the student's return.
6. The student is encouraged to contact the Counseling Center, the Health Center, and/or OLR as appropriate to discuss possible accommodations and support.

### Additional Supports

1. A Medical Withdrawal Process Review Committee will be established and convened after the end of the fall and spring semesters to review data from the previous semester, assess how the process is working, and recommend improvements to the process if needed. The committee will consist of the Director of OLR, Director of the Counseling and Health Centers, Director of the Office of Student Accounts, Dean of Students, and representatives from each academic Dean's Office and Legal Affairs. An annual report will be submitted to the Provost by this committee.
2. A brochure will be prepared and stocked in all relevant campus offices (e.g. Counseling Center, Health Center, Dean of Students, Dean's Offices, OLR) to help students and families make informed decisions when considering whether to request a medical withdrawal. The brochure will include a comparison of the pros and cons of medical withdrawal, regular withdrawal, and taking a grade of Incomplete.