

02-02 (Rev.)

July 30, 2002

Withdrawal Policy

This Policy Statement supersedes Policy Statement 85-01 (Rev.). It was

3. Withdrawal during the final three weeks of instruction:

Withdrawal during the final three weeks of instruction are not permitted except in cases such as accident or serious illness where the circumstances causing the withdrawal are clearly beyond the student's control and the assignment of an Incomplete is not practical. Ordinarily, withdrawal in this category will involve total withdrawal from the campus except that a Credit/No Credit grade or an Incomplete may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Request for permission to withdraw under these circumstances must be made in writing on forms available in the Office of Admissions and Records. The requests and approvals shall state the reasons for the withdrawal. These requests must be approved by the instructor, department chairperson and dean of the school. Copies of such approvals are kept on file in the Office of Admissions and Records.

4. Medical Withdrawal:

Complete Medical Withdrawal:

The University may allow a student to withdraw without academic penalty from all classes if the following criteria are met:

A. A completed Medical Withdrawal Form, including any required documentation, is submitted to Enrollment Services before the end of the semester, and

B. The student presents evidence to demonstrate that a severe medical or debilitating psychological condition prevented the student from attending and/or doing the required work of the courses to the extent that it was impossible to complete the courses.

The Provost (or designee) will review the evidence presented and, in consultation with appropriate medical or psychological professionals as needed, determine whether the request for a medical withdrawal should be granted.

Repeat Complete Medical Withdrawal:

If the student has received a complete medical withdrawal in the immediately preceding term, then additional complete medical withdrawal requests must consider the question of whether or not the student can complete appropriate educational objectives, and must be reviewed on a case-by-case basis. After a repeat medical withdrawal is granted, the student may be required to obtain a clearance from an appropriate medical or ps

