

**Procedures for Obtaining a Medical Withdrawal
Based on Mental Health Concerns
St. Norbert College**

Medical withdrawals are given in extreme circumstances when a student has a medically recognized illness that precipitates an inability to complete the current semester. Medical withdrawals result in the student receiving grades of W for all of the classes during the semester for which the medical withdrawal was granted. Circumstances that may precipitate a medical withdrawal are defined in the SNC Faculty Handbook.

According to the Faculty Handbook, medical withdrawals may be granted due to

- (1) a physical or mental health issue that developed after the established last day to withdraw without penalty and is severe enough to keep a student from attending classes and/or successfully completing academic requirements, or
- (2) a physical or mental health issue that developed before the last day to withdraw without penalty, but did not respond as expected to treatment. That is, students must document that they had been seeing a physical or mental health provider before the last date to withdraw without penalty, that the provider felt the student would respond to treatment and be able to finish the session successfully, but that the expected positive outcome did not occur because of medical reasons (i.e., not because the student did not follow medical advice, etc.).

About the policy

Students may experience life situations, medical conditions, or psychological conditions that significantly impair their ability to function successfully or safely in their roles as students. In such situations, time away from the college, used for treatment and recovery, can often restore functioning to a level that will enable the student to return to the university with the best opportunity for success.

If a student requests consideration of a potential medical withdrawal, SNC recognizes its responsibility, both to you and to the larger community, to establish criteria regarding your eligibility for re-enrollment. To be considered for readmission, the student will be required to present compelling evidence that the condition that precipitated the need for a medical withdrawal has been sufficiently treated and ameliorated to the point where it will no longer adversely affect academic performance and interpersonal functioning.

Student considerations

Students must apply for a mental-health-based medical withdrawal through the Director of the SNC Counseling Center. Sufficient justification must be provided to SNC before a student will be considered for a medical withdrawal. This can include documentation from outside professionals, including but not limited to licensed physicians, psychologists, and other mental health providers. This documentation must be current (in most cases, the evaluation should be completed within a reasonable amount of time before the request for a medical withdrawal). The documentation should also include discussion of

- (1) the specific diagnosis;

(2) complete educational, developmental and/or relevant medical history;

(3) the comprehensive testing and techniques used to arrive at the diagnosis (including evaluation dates and any test results);

(4) the impact made by the condition upon the student's ability to succeed in the academic environment, with sufficient justification for granting a medical withdrawal; and

(5) the professional qualifications of the evaluator, including information about professional licensure or certification and area of specialization.

Prior to applying for a medical withdrawal, it is essential that students review their current health insurance coverage to ensure that coverage continues if the student is no longer a full-time student.

Potential advantages for a student to apply for a medical withdrawal

-For students with tuition reimbursement insurance, a medical withdrawal generally qualifies a student for benefits under any tuition insurance plan they may carry. Students should check the exact nature of any tuition insurance plan before deciding to pursue a medical withdrawal.

-A medical withdrawal sometimes qualifies a student to initiate a withdrawal from courses at a point in the semester than might normally be permitted under ordinary circumstances.

-A medical withdrawal results in grades of W for an entire semester's courses, which may be a better result than the grades one might receive by continuing forward in a given semester.

After being granted a medical withdrawal

-No refund of tuition is possible after the dates established by the College for all students.

-Students who intend to continue their education at SNC after being granted a medical withdrawal will need to reapply for admission to the College. Beginning in the Spring 2008 semester, to ensure that ample time has been allowed for a return to functioning, students will have to wait a period of six months before reapplying to SNC.

-Before being readmitted, students granted a medical withdrawal based on mental health concerns will need the approval of the Director of the SNC Counseling Center. Students should schedule an appointment with the director of the Counseling Center no less than six weeks before the beginning date of the semester for which a student is applying for readmission.

-When a medical withdrawal is granted, students will be required to sign a release of information form allowing the Director of the SNC Counseling Center to communicate with the Admissions Office to facilitate readmission.