

MEDICAL WITHDRAWAL POLICY

1. PURPOSE

A medical withdrawal is a withdrawal from St. Norbert College

- 1.1. 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 health to a level that will enable the student to return to the College with the best opportunity for success.
- 1.2. The Medical Withdrawal Policy provides a mechanism for withdrawal from St. Norbert College (SNC) when life situations, medical or psychological conditions significantly impair the student's ability to continue or complete course work. In such situations, time away from SNC is used for treatment and recovery in hopes of enabling the student to return to SNC with the best opportunity for future success.
- 1.3. The Medical Withdrawal provides an opportunity for students to withdraw from SNC with serious medical/psychological conditions without negatively affecting their GPA.

2. POLICY

2.1. **A medical withdrawal** withdraws students from all classes and withdraws them from St. Norbert College.

2.1.1. Withdrawal from an ***individual*** course after the last date to withdraw must be authorized by the Dean of the College and Academic Vice President.

2.2. **Medical Withdrawals** are authorized through the Sr. Director of Health and Wellness Services or Sr. Director of Counseling and Career Programs when medical / psychological/emotional documentation indicates the student is unable to continue coursework at the College. As written in the Faculty handbook, a Medical Withdrawal is:

2.2.1. 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.

2.2.2. 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).

3. PROCEDURE

- 3.1. A student (guardian or member of immediate family) must meet with the Sr. Director of Health and Wellness Services or Sr. Director of Counseling and Career Programs (or formally submit in writing) a request for a medical withdrawal, indicating the condition and providing supporting professional documents that conclude that the student was unable to continue coursework as outlined in the policy.
- 3.2. The designated Sr. Director will request documentation (see documentation in Voluntary Medical Withdrawal) specific to the condition that has caused the inability to complete coursework.
- 3.3. The documentation will be reviewed by the designated Sr. Director and/or any consultation with professionals in Health and Wellness Services or Counseling and Career Program to determine appropriateness of the medical withdrawal.
- 3.4. When the Sr. Director involved determines a medical withdrawal is appropriate, the Vice President for Mission and Student Affairs will send written authorization of Medical Withdrawal to the Registrar and the student.
- 3.5. To return to St. Norbert College, the student must re-apply to the College by contacting the Admissions Office and completing the reapplication process.
 - 3.5.1. The Re-admission Committee will review all factors related to readmission and determine eligibility, which may include consultation with the Sr. Directors of Health and Wellness Services and Counseling and Career Programs.
 - 3.5.2. A specific Plan of Care related to the medical /psychological condition for which the student withdrew must be approved by the Sr. Director of Health and Wellness Services or Sr. Director for Counseling and Career Programs and be in place before returning to student status.
 - 3.5.3. The student is encouraged to follow up with Health and Wellness Services or Counseling and Career Programs upon return to SNC for assistance in implementing their Plan of Care and, thereby, increasing the potential for academic success

4. DEFINITIONS

- 4.1. **A medical withdrawal** is a withdrawal from St. Norbert College. The student will receive **W's** in all courses and no credit for courses will be earned.
 - 4.1.1. No Tuition Reimbursement is possible after the dates established by the College for all students, which encompasses the definition for medical withdrawals.
 - 4.1.2. Tuition re-imburement for a medical withdrawal is not available when a medical withdrawal is granted after the last date for re-imburement set by the College.
 - 4.1.3. **Documentation:** The student's medical /counseling record in Health and Wellness Services or Counseling and Career Programs may serve as documentation justifying a medical withdrawal.
 - 4.1.3.1. Documentation from off campus professionals, including but not limited to licensed physicians, psychologists, and other mental health providers may

provide sufficient documentation for a medical withdrawal. This documentation must be current (in most cases, the evaluation should be completed within a reasonable amount of time prior to the request for a medical withdrawal). The documentation from outside providers should also include summary of:

- 4.1.3.1.1. The specific diagnosis
- 4.1.3.1.2. Complete educational, developmental and/or relevant medical history
- 4.1.3.1.3. The comprehensive testing and techniques used to arrive at the diagnosis (including evaluation dates and any test results)
- 4.1.3.1.4. 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
- 4.1.3.1.5. The professional qualifications of the evaluator, including information about professional licensure or certification and area of specialization.

4.1.4. Coursework, tuition and housing

- 4.1.4.1. The student will receive a "W" in all courses for the semester, and no course credit will be given.
- 4.1.4.2. No refund of tuition is possible after the dates established by the College for all students, which encompasses the definition for medical withdrawals.
- 4.1.4.3. Students will be required to move out of College housing within 24 hours (unless special arrangements are made with Residential Education and Housing).
- 4.1.4.4. Registration for future courses will take place upon re-admission to the College.
- 4.1.4.5. Housing needs will be provided upon re-admission to the College and housing assignment will be dependent upon availability

4.1.5. Readmission to the College

- 4.1.5.1. Re-admittance to the College will require the authorization of either the Health and Wellness Service or Sr. Director of Counseling and Career Programs
- 4.1.5.2. The student will need 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.

4.2. Voluntary Medical Withdrawal occurs when the student requests the withdrawal due to a medical/psychological/emotional condition that has deteriorated and/or the current treatment did not result in expected outcomes, causing an inability to continue coursework.

- 4.2.1. At the time a medical withdrawal is granted, the student will sign a Release of Information Form allowing Health and Wellness Services or Counseling and Career Programs to communicate with the Admissions Office, the Academic Appeals Committee and others deemed necessary to facilitate the readmission application.
- 4.2.2. For some health conditions, the recommendation may include evidence that the student has been successful in another academic environment as a condition of

readmission.

4.3. Appeal

4.3.1. When a decision about a medical withdrawal is contested, the student will have the right of appeal to the Dean of the College and Academic Vice President.

4.3.1.1. Student will submit in writing the basis of the appeal and provide evidence to support the reason for appeal.

4.4. **Administrative Involuntary Medical Withdrawal** occurs when a student has a medical/ psychological/ emotional condition in which the student makes little or no attempt to treat or follow recommended plans of care (as determined by the College), or is incapacitated and unable to make determination of need. When these situations result in a significant threat of harm to self or others, cause disruption to the College community or impede the academic process, the student will be administratively withdrawn from the College for medical reasons.

5. REFERENCES AND RELATED POLICIES

5.1. Involuntary Psychological Assessment Policy No. SA-HWS-CAT 4003

5.2. Protected Health Information Policy No. SA-HWS- 4039

5.3. Behavioral Identification and Assessment Policy No. SA-2001