

WITHDRAWAL FOR MEDICAL REASONS POLICY

A Withdrawal for Medical Reasons allows a student to withdraw from their courses after the last day to add or drop classes in a term due to an unforeseen, uncontrollable, and unavoidable physical or psychological illness or injury that impeded the student's ability to attend, complete, or participate in their courses.

A Petition to Withdraw for Medical Reasons is reviewed and approved by the Dean's designee of the student's school or college, then reviewed and approved by the Associate Provost/Dean of Students in Student & Campus Life or their designee.

Upon approval, the Office of the Registrar will replace the grades in all of the student's courses for the term with a "W" on their transcript. The "W" grade does not earn credit and is not included in the calculation of the student's grade point average. A "W" grade counts as an "attempt" in accordance with the policy on Repeated Courses.

A partial Withdrawal for Medical Reasons, which would allow the student to withdraw from some but not all of their courses in the term, may be considered on a case-by-case basis if the supporting documentation from the student's medical provider explains why only some courses were impacted by the illness or injury.

Timeframe

A student may petition for a Withdrawal for Medical Reasons starting the day after the last day to add or drop classes in the term, and no later than the last day to withdraw from classes in the next immediate term. Spring & Summer Quarter petitions are due on the last day to withdraw from classes in the next immediate Fall Quarter. Add/Drop and Withdraw deadlines are published on the university's academic calendar.

Process to Petition for Withdrawal for Medical Reasons

Student Responsibilities

The student should first consult with the Dean's designee in their school/college, typically the Associate/Assistant Dean, to discuss their circumstances and to determine whether a Withdrawal for Medical Reasons is the appropriate remedy. Students enrolled in Academic Pathways should submit their petition and supporting documentation to the Director of Academic Pathways. If a student is unsure about who should receive their request, they should contact their academic advisor or the Associate Provost/Dean of Students in Student & Campus Life.

To initiate a Petition for Withdrawal for Medical Reasons, the student submits two completed forms to the Dean's designee in their school/college: (1) the **Petition for Withdrawal for Medical Reasons Form** and (2) the **Healthcare Provider Support Form**. All forms must be completed and emailed to the Dean's designee from the student's Seattle University email account.

The student completes page 1 of the **Healthcare Provider Support Form**, which is a release form that allows staff in the Student Health Center, Counseling & Psychological Services, and/or the Associate Provost/Dean of Students to exchange confidential information with the student's medical provider, if necessary, to process the petition. The student's medical provider completes page 2 of the form to provide information about the illness or injury and explain how it impacted the student's attendance, participation, and/or academic performance in the term. The medical provider must also include information about the student's treatment plan.

School/College Responsibilities

The Dean's designee will verify that all required information has been submitted and will confirm the student's last date(s) of attendance with their faculty. The Dean's designee will confer with the student to discuss the impact of a Withdrawal for Medical Reasons on course sequencing and will advise the student on other possible remedies, such as a standard withdrawal or incompletes. If the Dean's designee agrees that a Petition for Withdrawal for Medical Reasons is the appropriate remedy, they will approve the petition on behalf of the school/college, then send the petition and supporting documentation to the Associate Provost/Dean of Students for final approval.

Associate Provost/Dean of Students Responsibilities

The Associate Provost/Dean of Students will review the petition and supporting documentation to determine whether it meets the criteria for a Withdrawal for Medical Reasons under the policy. If additional information or documentation is required, the Associate Provost/Dean of Students or their designee will contact the Dean's designee and/or the student directly. The Associate Provost/Dean of Students may confer as needed with healthcare providers in the Student Health Center and/or Counseling & Psychological Services to interpret any medical information provided with the petition.

Notification of Decision

Upon approval of the petition, the Associate Provost/Dean of Students will notify the student by email and include the details about any required conditions. The student will receive an email directing them to log into a secure site using their Seattle University login credentials to retrieve the notification letter.

The Associate Provost/Dean of Students will then notify the Dean's office of the student's school/college, the Office of the Registrar, and any other relevant departments as necessary (e.g. Athletics, International Student Center, Housing & Residence Life, Student Financial Services) by email that the request has been approved and will be processed by the Office of the Registrar. The student's confidential healthcare information will not be included with these notifications. In most cases, completed petitions that meet the requirements under the policy are reviewed and approved within 30 calendar days.

Approving a Petition With Conditions or Without Conditions

A Petition for Withdrawal for Medical Reasons may be approved **with conditions** or **without conditions**.

Approval Without Conditions

- *Approval Without Conditions* means that the grades for the courses listed on the petition will be changed to a “W” on the student’s transcript and that the student is not required to submit any additional information or take any additional actions related to their request. Conditions are generally not required if the healthcare documentation submitted with the petition demonstrates that the medical issue was temporary and/or has already been treated and a satisfactory level of recovery has been attained.

Approval With Conditions

- *Approval With Conditions* means that the grades for the courses listed in the petition will be changed to a “W” on the student’s transcript and that the student must fulfill the assigned conditions by a specific due date. Seattle University expects that medical concerns resulting in a Withdrawal for Medical Reasons are treated and a satisfactory level of recovery attained before the student can successfully return to the intellectual, social, and emotional demands of a university campus. Conditions are generally required when the healthcare documentation indicates the medical issue is ongoing, has yet to be treated satisfactorily, and/or may continue to impede the student's ability to participate in classes and other university activities in the next term. A registration hold may be placed on the student’s account pending fulfillment of any required conditions.

Examples of conditions the university may require include, but are not limited to:

- **Updated Healthcare Documentation:** The university may allow the student to register for classes in the next term but require updated healthcare documentation from a qualified medical provider by a specific date. The university may add, modify, or remove conditions based on the updated healthcare documentation or if the documentation is not received by the due date.
- **Consultation/Support Meetings:** The university may require that the student meet with a specific department or university official to consult about support and resources. For example, if the healthcare documentation includes recommended reasonable accommodations, the student will be directed to consult with Disability Services.
- **Involuntary Medical Leave:** In accordance with the Policy on Involuntary Leave of Absence for Medical Reasons, the university may require that the student take an Involuntary Medical Leave until the university receives documentation from a medical provider indicating that a satisfactory level of recovery has been attained and the student can successfully return to the intellectual, social, and emotional demands of a university campus.
 - In situations where an Involuntary Medical Leave is required, a registration hold will be placed on the student’s account and the student may be disenrolled from classes in the next term.
 - Students placed on Involuntary Medical Leave are ineligible to attend classes, live on campus, work in a student employment position, participate in clubs and organizations, participate in athletics practices and games, or participate in other

university programs and events. An Involuntary Medical Leave is intended to provide adequate time to pursue treatment and attain a satisfactory level of recovery.

- Students who are required to move out of a Seattle University-owned residence hall because of a university-imposed Involuntary Medical Leave will be provided a prorated refund for housing charges based on move out date and a refund of unused meal plan funds for the term. Tuition and fee refunds are provided in accordance with the Refund of Tuition and Fees Policy. ○ Students on Involuntary Medical Leave are ineligible for services in Counseling & Psychological Services and the Student Health Center. Referrals to off-campus healthcare providers and other support resources are available through the Office of the Dean of Students, Wellness & Health Promotion, Counseling & Psychological Services, and the Student Health Center.
- A student placed on Involuntary Medical Leave is encouraged to remain in contact with their academic advisor to engage in course planning for their next term of enrollment.

Submitting Documentation to Fulfill Conditions

If additional healthcare documentation is required, the student will submit the **Healthcare Provider Update Form** to the Associate Provost/Dean of Students by the due date indicated in their approval letter. If the student is placed on Involuntary Medical Leave, this documentation should be submitted before the desired term of return. The Associate Provost/Dean of Students and/or the Dean's designee in the student's school/college may require an interview with the student and/or direct the student to meet with relevant university officials to ensure that appropriate support is in place.

If other documentation is required, such as evidence that a student completed a required meeting or consultation, instructions will be provided in the approval letter that specify what documentation would satisfy the conditions. Supporting documentation should be submitted by email to deanofstudents@seattleu.edu, by fax to 206-296-6063, or in person in Student Center 140.

The Associate Provost/Dean of Students will confer with the student's school/college and as necessary with healthcare providers in the Student Health Center and/or Counseling & Psychological Services to determine whether the student has fulfilled the required conditions. The Associate Provost/Dean of Students will send a determination letter to the student by email and will notify the student's school/college, advisor, and other relevant departments.

If the student does not meet the conditions required by the university by the due date(s) specified in the approval letter, the university may add, modify, or remove conditions as appropriate, which may include placing the student on Involuntary Medical Leave or placing a registration hold on the student's account until the conditions have been satisfied. If the conditions are revised, the student will be notified by email. Failure to meet the required conditions will not

result in a reversal of the original approval decision and the transcript notation(s) will remain a “W” for the courses approved in the original petition.

Refunds of Tuition and Fees

Students approved for a Withdrawal for Medical Reasons are responsible for paying tuition and fees for the term. Tuition refunds are provided in accordance with the Refund of Tuition and Fees Policy.

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