

### **Medical/Mental Health Withdrawal**


The purpose of the medical/mental health withdrawal is to allow the student time away to focus on their health before returning to the classroom and campus community. This withdrawal will not be approved retroactively for any prior semesters. Per the pro rate tuition refund policy (see pp. 29-30), no financial adjustment will be made for individual course withdrawals after the drop/add period unless the student totally withdraws from the college, then the tuition refund policy applies according to the appropriate timeline espoused on p. 30.

Students who need to withdraw after the drop/add period due to medical reasons (illness, injury, mental health issues, or hardships) related to the student or if the student is a primary caregiver of a family member in crisis may be considered for a medical/mental health withdrawal if the following conditions are met:

1. Fill out a medical/mental health withdrawal form in Formstack with the following documentation.
  - a. A personal statement explaining the reason for your request.
  - b. Documentation from a health care provider signed and dated on letterhead from the provider. Acceptable documentation may also include hospital bills, medical records, insurance papers and x-ray results.
  - c. Documentation must include the diagnosis and prognosis related to the medical/mental health condition.
  - d. Dates shown on medical documentation must correspond to the dates of the semester for which the student is submitting the withdrawal request.
2. Withdrawal requests must be submitted by the student to the Registrar and approved prior to the starting of a new semester.
3. Students may submit this withdrawal request during their current semester and prior to their next semester of enrollment if reenrolled within two semesters. After two semesters this appeal can no longer be approved.
4. A medical/mental health withdrawal will not be granted a second time in a future term for recurring or chronic conditions.

An approved withdrawal by the Registrar and Vice President for Academic Affairs in consultation with the President of the College will grant the student a “VWD” from their courses, and all applicable consequences stated above in the add/drop/withdrawing of courses policy will apply with the exception of no grade being issued for the courses.

I, Eric Bargerhuff, do hereby certify this addendum to be true and correct in content and policy. Our institution will adopt this addendum, effective 12/15/2023 and will incorporate this course code/name update into the next revision of our catalog.

  
\_\_\_\_\_  
Dr. Eric Bargerhuff, Vice President for Academic Affairs

12/15/23  
Date