



Policy

The Vice Chancellor for Student Affairs, or their designee, (“VCSA”) or the Title IX Coordinator may authorize a late-term withdrawal of a student for medical reasons if a request for withdrawal is supported by competent, credible and thorough documentation from the requesting student and a licensed healthcare provider.

Guidelines for Medical Withdrawals

- (1) The term “medical” is broad and includes illnesses, injuries, or conditions that are mental or physical.
- (2) Medical withdrawals may occur at any time during a semester. Students withdrawing from courses after the withdrawal deadline must provide a detailed explanation to support their requests for withdrawal.
- (3) Medical withdrawals are considered complete withdrawals. This means that students requesting a medical withdrawal are withdrawn from all classes. Only in the rarest of circumstances would a student be granted a partial withdrawal for medical reasons. If a partial medical withdrawal is sought, the supporting documentation must justify it.
- (4) Requests for medical withdrawal must be completed in writing and be accompanied by documentation supporting the request. Students should complete the request form when capable. If the student is not capable, a designee may do so on behalf of the student. The University will consider the student’s designated emergency contact as a designee unless another individual is warranted by the circumstances surrounding the request for medical withdrawal.
- (5) The University expects that during the time a student is withdrawn from the University, the student will receive treatment or care from an impartial, licensed healthcare provider that either (a) eliminates the interfering health condition, or (b) manages or controls the interfering health condition to a degree that enables the student to complete academic requirements with or without accommodation. Additional requests for medical withdrawal are not normally granted for the same medical condition or circumstances. The VCSA or Title IX Coordinator may consider a student’s enrollment history and past withdrawals before granting a medical withdrawal.
- (6) At times, students who request a medical withdrawal for the current term in which they are enrolled may also have registered for courses in future terms. The student’s future courses may be administratively dropped by the University if the request for medical withdrawal is approved. This decision is evaluated on a case-by-case basis, and is based on factors such as (a) the time at which the medical concern arises in the present term, (b) the severity or intensity of the medical condition, (c) the extensiveness of treatment, and (d) the opinion of the treating healthcare provider. Students should be cautious in attempting to return to school before they are physically or mentally ready.
- (7) Students granted a medical withdrawal will have W’s recorded on their transcript, unless the circumstances justify a cancellation of enrollment.

- (8) Students granted a medical withdrawal may receive at least a partial refund depending on when in the semester the medical concern arises. Refunds will only be available for the current or future terms. When reasonably available and appropriate for a student's circumstances, the University will consider possible strategies for financial relief to reduce the financial impact of unanticipated medical withdrawals. (Additional information regarding financial relief can be reviewed in Appendix A).
- (9) Withdrawing can have implications for degree completion, future registration, financial aid eligibility, return of financial aid funds, visa status, and University Housing contracts. Students contemplating medical withdrawal should be aware that the Office of Student Affairs will consult with administrators and University staff with responsibility for these programs to identify potential and/or likely effects of granting a medical withdrawal. The Office of Student Affairs will explain to the requesting student the impact a medical withdrawal may have on their status as a student. Students should review "Things to Consider before Withdrawing from ALL of Your Classes" at <https://success.unl.edu/resources>.
- (10) Students who are granted a medical withdrawal and remain unenrolled for three (3) consecutive semesters may need to re-apply for admission before returning. In some circumstances, an extension beyond three (3) semesters may be authorized by the VCSA or Title IX Coordinator. To receive an extension, students must submit a written request to the Office of Student Affairs or Institutional Equity and Compliance ("IEC").
- (11) Students may request a retroactive medical withdrawal up to two (2) years after the term in which the medical concern occurred, provided the student has not already been awarded a degree or the student's bulletin/catalog has not expired. Requests for retroactive medical withdrawals will be evaluated by the student's college in consultation with VCSA and the Behavioral Intervention Team ("BIT"). No refunds will be given for retroactive medical withdrawals.

Requesting a Medical Withdrawal

Students must request a medical withdrawal in accordance with the following sequence of procedures.

Step 1: Contact or visit the Office of Student Affairs to discuss the procedures for requesting a Medical Withdrawal.

Step 2: Requests for Medical Withdrawals must be supported by documentation from the requesting student and the student's impartial, licensed healthcare provider. The nature of the documentation can be discussed with a representative from the Office of Student Affairs. The documentation that will be needed includes:

- (a) A written personal statement that explains the medical condition and its impact on the student's ability to perform academically. This statement should identify when the medical condition began and explain how the medical condition adversely affected attendance or participation in classes. It is helpful to identify when the student last attended class. The

statement should also address any steps the student has taken to address the medical condition such as seeking treatment (off or on campus) or discussing concerns with instructors or advisors.

- (b) Documentation from an impartial, licensed healthcare provider consists of a letter on clinic letterhead with the provider's full name, credentials and signature, that explains:
 - (i) The date of onset of illness, injury, or condition
 - (ii) The nature of the student's medical condition, its impact on the student, and how and why it will interfere or has already interfered with the student's performance
 - (iii) The dates the student was or will be under professional care or receiving treatment
 - (iv) The nature and extent of care and treatment
 - (v) The potential health or clinical consequences if a medical withdrawal is not granted

- (c) Students will also need to sign a release authorizing the healthcare provider to speak with the VCSA or the Title IX Coordinator to clarify any information presented in the documentation. Additionally, students will need to sign another release authorizing the VCSA or Title IX Coordinator to share the documentation with University-employed or contracted healthcare providers for the purposes of consultation and interpretation.

Step 3: Obtain and complete the **Request Form for a Medical Withdrawal** which is available in the Office of Student Affairs or online.

Step 4: Submit the request and supporting documentation to the Office of Student Affairs in 106 Canfield Administration Building or electronically to studentaffairs@unl.edu. Incomplete requests will not be reviewed or considered. Students are responsible for confirming their submissions are complete at the time they deliver or send the request to the Office of Student Affairs.

Step 5: The VCSA or the Title IX Coordinator will review the request and may consult with professionals at the University Health Center ("UHC"), Counseling and Psychological Services ("CAPS"), or the BIT to determine whether the request should be granted. Students may be asked to supply additional information if clarification is needed.

Step 6: If the request is approved, the student, his or her college of record, and the University Registrar will notified, in writing, by the VCSA or Title IX Coordinator. The Registrar will record the grade of 'W' on the student's transcript or cancel enrollment depending on the decision of the VCSA or Title IX Coordinator. A registration hold will be placed on the student's account to ensure they complete the request to return process outlined below.

Step 7: If the withdrawal request is approved, consult with the Office of Student Affairs to identify a reasonable timeline for returning to the University. Students who require more time for treatment, therapy, and recovery should anticipate submitting their request to return at least six (6) to eight (8) weeks in advance of the term for which they intend to enroll. Requests to return will be reviewed within three (3) business days of submission and decisions regarding eligibility to return will be rendered as soon as possible thereafter. The review of requests for return may be delayed during times when the University is closed for holidays. Depending on the student's circumstances, it could take up to eight (8) weeks to process the request to return.

Requesting to Return from a Medical Withdrawal

Students granted a medical withdrawal must request to return to the University and provide a statement explaining their re-enrollment plan. They must also submit competent, credible, and thorough documentation from a healthcare provider that they are ready to return. The healthcare provider issuing the supporting documentation must be an impartial, licensed provider who has provided treatment or care. The University has a re-enrollment form, available online, that should be used by healthcare providers to supply helpful information. The University may require students to meet with a staff member in the Office of Student Affairs to discuss their return or be evaluated by a healthcare provider chosen by the University.

Acceptable documentation supporting a request for return consists of a completed re-enrollment form and a letter from an impartial, licensed healthcare provider that includes or explains:

- a. The nature and duration of the provider's relationship with the student
- b. The nature of the therapy or treatment they provided
- c. The effectiveness or success of the treatment or therapy
- d. The need for additional therapy, treatment or support, or accommodations and the extent to which they can be provided while the student is simultaneously enrolled at the University
- e. A statement of professional opinion that the student is ready to return to University study

Requests to return and supporting documentation should be submitted prior to the term in which student intends to enroll. Evaluating the request to return and its supporting documentation may take between six (6) and eight (8) weeks, depending on the student's medical condition and circumstances. For this reason, students are advised to speak with the Office of Student Affairs at least eight (8) weeks before the first day of class of the term in which they intend to return.

Specific Steps to Follow When Requesting to Return from a Medical Withdrawal

Step 1: Contact the Office of Student Affairs and speak to a representative about your desire to return to the University. After contacting Student Affairs, consult with your academic advisor about re-entering your degree program. Students intending to return should consider the following deadlines:

Term you Intend to Enroll	Contact Deadline
FALL	By or before JUNE 1
SPRING	By or before OCTOBER 1
SUMMER	By or before MARCH 1

Step 2: Obtain the **Medical Withdrawal Re-enrollment Form** and **Release of Information Authorization** from the Office of Student Affairs.

Step 3: Have your impartial, licensed healthcare provider complete the Re-enrollment Form and Release. A brief cover letter – on clinic letterhead, with the provider's credentials and signature – from your healthcare provider should accompany the form and release when it is returned.

Step 4: Submit the documentation from your healthcare provider to the Office of Student Affairs for review. If additional information or further assessment is needed to determine a student's readiness to

return, the Office of Student Affairs will work with the student to obtain the information or schedule an appointment for the assessment.

Step 5: Arrange a meeting with your academic advisor to discuss re-entry into your academic program and address any impediments or barriers to successful completion. Your academic advisor will consult with the Office of Student Affairs to assure your return is as seamless and successful as possible.

Step 6: If the request to return is approved, the student, his or her college of record, and the University Registrar will be notified, in writing, by the VCSA or Title IX Coordinator. The Registrar will remove the medical withdrawal registration hold.

APPENDIX A Options for Financial Relief

Students seeking to withdraw for medical reasons are often interested in doing so to recover some portion of the money they have invested in tuition and fees. There are important considerations that the University evaluates before authorizing such financial relief. This appendix is intended to help students understand those considerations so they can make fully informed decisions.

Federal Financial Aid and Scholarship Implications

Students that receive loans or grants through the Federal Government may be required to return a portion of those funds depending on the last date they attended classes.

If the last date of class attendance occurs before sixty percent (60%) of the term has been completed, a student will be required to return loan and grant funds. How much the student must return is dependent on a federal formula and worksheet that the Office of Financial Aid must complete after ascertaining the last date a student attended class. Until the worksheet is complete, there is no ability for the University to determine the exact amount that will need to be returned. If students receive a tuition and fee refund, those funds may need to be returned to cover the loan and grant money that must be returned.

Students receiving scholarship funds will have their scholarship funds cancelled and will be required to have the scholarship reinstated prior to their return. Withdrawing for medical reasons is viewed favorably by the committee that reviews scholarship reinstatements. Students will need to adequately document their medical condition for the scholarship review committee.

Tuition and Fee Refund Considerations

The University's refund calendar is based on the principle that the longer a student is enrolled at the University, the more services and resources are devoted to their education. As a result, the longer a student is enrolled, the amount they may receive in a refund declines with time. The University has identified a more forgiving calendar for students that encounter medical difficulties than would otherwise be available to students who withdraw for non-medical reasons.

Timeframe (Weeks of Term)	Percentage of Tuition & Fees
Weeks 1 – 3	100% Refund
Weeks 4 – 6	75% Refund
Weeks 7 – 9	50% Refund
Weeks 10 – 12	25% Refund
Beyond 12 weeks	No Refund Available

A week begins on Monday and ends on Sunday.

In addition, eligibility for a refund pursuant to a medical withdrawal is not automatic. The University considers the following factors in determining whether to provide financial relief for medically-related circumstances:

1. **The suddenness of the onset of conditions or symptoms that impair attendance or performance in classes.** Students that are aware of a medical condition at the time they enroll and can reasonably anticipate complications or an increase in intensity are advised to purchase tuition insurance as a protective factor.
2. **A student's intentional contribution to the creation of a medical emergency or condition can be the basis for denying or reducing a student's request for financial relief.** Students that engage in high-risk or illegal conduct (e.g. underage or binge drinking, illicit drug use, prescription drug misuse, etc.) are deemed to have known there are perilous health consequences associated with their choices. Additionally, students who discontinue the use of prescribed medication without being directed to do so by an impartial, licensed healthcare provider are deemed to have contributed to the medical concern. Medical withdrawals may be authorized in these circumstances but financial relief may not be.
3. **A student that seeks help to manage medical/health concerns proactively, even though those efforts do not produce the desired treatment outcome, improve their eligibility for financial relief.** The University mandates students pay fees to create accessible health services on campus. Early intervention for medically-related concerns are more likely to enable students to manage symptoms that interfere with their studies. When good-faith efforts to manage health concerns prove to be ineffective, students are benefited for having tried and the University will look favorably upon their efforts when determining whether financial relief is warranted.
4. **Historical enrollment patterns that indicate unresolved medical concerns may reduce a student's eligibility for financial relief.** The Medical Withdrawal policy is designed to encourage students to take time away from the University to effectively eliminate or manage medical conditions that are likely to interfere with their academic performance. Seeking to return before one has eliminated or adequately managed a health concern can lead to a host of negative outcomes for the student and the University. Some of those outcomes include (a) the loss of eligibility for federal financial aid because satisfactory academic progress has not been made; or (b) occupying a seat in high-demand courses that exclude other students who would have benefited from taking a particular course at a particular time. To avoid these outcomes associated with premature return, the University seeks competent medical opinions about treatment progress from a student's impartial, licensed healthcare provider.

University Housing Refunds

University Housing will consider the cancellation of housing contracts, waive cancellation fees, and sometimes prorate the return of funds for unused housing and meals. The extent to which a refund for housing is provided is heavily dependent on the use of housing and dining facilities. As long as a student continues to reside in the residence halls, even though they may not be going to class, the University will deem the student as consuming housing resources.