



The University of Vermont

Policy V. 2.21.3

Responsible Official: Vice Provost
of Student Affairs

Effective Date: August 18, 2015

Medical Withdrawal

Policy Statement

The University of Vermont is strongly committed to supporting students in achieving success in their academic and co-curricular endeavors. When issues related to a student's health interfere with a student's ability to successfully meet the requirements of their course of study, it is the University's policy to assist the student in withdrawing from the University for the purpose of focusing on those matters requiring attention. Prior to re-enrollment, it is the University's intent to provide students with information about resources, which may be of use to them as they resume their studies, and to provide support where possible in order to optimize the likelihood of a successful return to University life.

Reason for the Policy

When issues related to a student's health prevent a student from continuing their academic goals, it is the intent of the University to provide a mechanism whereby the student may withdraw from their studies and return to the University when able. In those circumstances where a student's health causes a student to pose a threat to others or significantly disrupt the life of the community, this Policy allows the University to involuntarily withdraw a student from the University.

Applicability of the Policy

This policy applies to all undergraduate and graduate students at the University of Vermont and is applicable for the entirety of each academic calendar, including summer term. Procedures established by the College of Medicine will be followed to determine the need for a leave of absence and/or impact of medical issues for students enrolled in the College of Medicine.

Policy Elaboration

None

Definitions

None

Procedures

Medical Withdrawal

1. Students who seek to withdraw from the University because of a physical or mental health condition must contact the Dean's office of their School or College to discuss their intention to medically withdraw.
 - a. All students should be aware that the requirements of their specific program of study might affect their ability to re-enroll. Students should discuss with their Dean's office any foreseeable issues related to the timing or ability to re-enroll.
2. If medical withdrawal is an appropriate option based on the student's meeting with the student's School or College, the student will be advised to submit a Medical Withdrawal Request Form that can be obtained from their school or college.
 - a. If the student's health condition is being managed by the Center for Health & Wellbeing staff at UVM, the School or College will send the medical withdrawal request form (containing the student's signature authorizing the release of pertinent information) to the medical provider or counselor for the purpose of verifying that a condition exists warranting consideration for a full medical withdrawal.
 - b. If the student's health condition is being managed by a clinician outside of the Center of Health and Wellbeing at UVM, the student will be asked to allow the treating provider(s) to forward any relevant information to Student Health Services for physical health conditions - or Counseling & Psychiatry Services for mental health conditions - for review and verification. Failure to have these records forwarded may cause delay or inability to make the appropriate health-related determination.
3. Students who are granted a withdrawal after the close of the add-drop period because of physical or mental health will receive a 'W' for all courses attempted during that term.
4. In situations where there are unresolved issues related to a student's behavior/conduct and/or financial obligations to the University, a hold may be placed on the student record at the time of withdrawal.
5. Undergraduate and graduate students receiving any financial aid or scholarships should consult with Student Financial Services about the potential financial impact of withdrawing. Any adjustment to the student's tuition will be made in accordance with standing University policy. (<http://www.uvm.edu/~uvmppg/ppg/student/billadjust.pdf>)
6. Graduate students granted a medical withdrawal should address the impact of withdrawal on the continuation of scholarship, research, graduate assistantship or other forms of

educational support with the appropriate administrator in their academic program, and the Dean of the Graduate College.

- 7. Students who wish to appeal the outcome of their request for medical withdrawal may do so by submitting their appeal in writing to the Director for the Center for Health and Wellbeing within three business days of receipt of the Medical Withdrawal decision. The decision of the Director for the Center for Health and Wellbeing shall be the final decision of the University.**

Re-Enrollment/Re-Entry from a Medical Withdrawal

It is the University's intention to support students in a successful return to the University community when physical or mental health has necessitated withdrawal. To this end:

1. Students will be informed by their Dean's office that the University expects the time away to be of sufficient duration to allow the student to address the issues involved in necessitating a medical withdrawal. *It is common for students who withdraw because of serious illness to take a minimum of one full semester away from the University in order to enhance the likelihood of success upon return.*
2. Students wishing to return to their studies following medical withdrawal must complete the following steps, ideally by **July 1 for the fall semester, December 1 for the spring semester, and April 1 for the summer term**:
 - a. Notify the Dean's office of their School or College of their desire to return to the University.
 - b. Address any holds that may have been placed on their account by contacting the appropriate office(s) that may have placed a hold.
3. Policies or practices of the College or School related to academic progress and standards may be considered in determining readiness to return.
4. Students are encouraged to meet with supportive resources including the Dean's Office of their College or School, Student Health Services, Counseling & Psychiatry Services, Dean of Students Office, and/or a community provider within two weeks of the first day of classes for the purpose of assessing their experience thus far and reviewing resources available to them.
5. In some cases, students returning from a medical withdrawal may have to meet with additional offices to address unresolved issues at the time of their departure (e.g. ACCESS, Center for Student Ethics & Standards, Dean of Students Office, Office of International Education, Student Financial Services, etc.).

Involuntary Withdrawal

1. The University may involuntarily withdraw a student from the University or require conditions for continued attendance when, as a result of a student's health condition, one of the following transpires:

- a. The student threatens the safety of others.
 - b. The student causes or threatens to cause significant property damage.
 - c. The student significantly disrupts the activities of the University community.
2. The Dean of Students Office, will consult with appropriate medical, psychological, or academic resources, and may involuntarily withdraw a student from the University or place conditions on the student's continued enrollment.
 3. Under certain circumstances involving the safety of the University community, the Dean of Students Office may require that the student undergo a psychological or medical assessment to assist in evaluating the student's ability to participate successfully in University life.
 4. The Dean of Students Office will share a decision regarding the involuntary withdrawal with the student and the student's School or College.

If a student is involuntarily withdrawn from the University, the Dean of Students Office, in consultation with appropriate campus resources, will make a determination regarding the length of separation from the University and describe the conditions under which the student may seek to return. The Dean of Students Office will place a hold on the student's record until the student has been granted readmission.

5. **Students who wish to appeal the decision to be involuntarily withdrawn from the University may do so by submitting their appeal in writing to the Vice Provost for Student Affairs within three business days of receipt of the Involuntary Withdrawal decision. The decision of the Vice Provost for Student Affairs shall be the final decision of the University.**
6. This result will be shared with the student and the student's School or College.
7. Students involuntarily withdrawn from classes after the add-drop period will receive a "W" for all courses attempted during that semester.

Re-Enrollment/Re-Entry from an Involuntary Medical Withdrawal

1. Students seeking readmission to the University following involuntary withdrawal must complete the following steps:
 - a. Notify the Dean of Students Office indicating the student's intent to return to the University.
 - b. Submit to the Director of the Center for Health and Wellbeing a Community Provider Form (https://www.uvm.edu/sites/default/files/Center-for-Health-Wellbeing-at-UVM/Community_Provider_Report_Revised_July_2011.pdf), to be completed by the student's medical or mental health provider.
 - c. Submit to the Dean of Students Office a Student Self-Report Form (<https://www.uvm.edu/sites/default/files/Center-for-Health-Wellbeing-at->

[UVM/Student Self Report Form Revised July 2011.pdf](#)) to be completed by the student.

2. The Dean of Students or designee will consult with the Director of the Center for Health and Wellbeing regarding the request for readmission and communicate the decision to the student.
3. A student may appeal the University's decision in writing to the Vice Provost for Student Affairs within 3 business days of the student's receipt of the withdrawal decision. The Vice Provost will review all available information related to the student and make a final decision regarding readmission. **The decision of the Vice Provost for Student Affairs shall be the final decision of the University.**
4. A student who is readmitted to the University after an involuntary withdrawal must meet with the Dean of Students Office prior to or within two weeks of the start of the semester in which the student is readmitted.
5. All records concerning involuntary withdrawal will be kept separately from the student's academic record.

Concerns Regarding Discrimination

Any student who believes they have been discriminated against under this policy because of their medical condition should discuss their concerns with the Office of Affirmative Action and Equal Opportunity and may file a complaint with that office or with the Office for Civil Rights of the United States Department of Education.

Forms

Community Provider Form

https://www.uvm.edu/sites/default/files/Center-for-Health-Wellbeing-at-UVM/Community_Provider_Report_Revised_July_2011.pdf

Student Self-Report Form

https://www.uvm.edu/sites/default/files/Center-for-Health-Wellbeing-at-UVM/Student_Self_Report_Form_Revised_July_2011.pdf

Contacts

Questions related to the daily operational interpretation should be directed to:

Vice Provost for Student Affairs
(802) 656-3380

-Or-

Director, Center for Health and Wellbeing
(802) 656-0844

Concerns about discrimination should be directed to:

Executive Director, Office of Affirmative Action and Equal Opportunity
428 Waterman Building
(802) 656-0229

-Or-

US Department of Education

Individuals seeking further information or guidance may contact the Office for Civil Rights of the U.S. Department of Education (OCR):

US Department of Education
Office for Civil Rights - Boston Office
8th Floor
5 Post Office Square
Boston, MA 02109-3921
Telephone: (617) 289-0111
FAX: (617) 289-0150; TDD: (800) 877-8339
Email: OCR.Boston@ed.gov

U.S. Department of Education
Office of Civil Rights
Lyndon Baines Johnson Dept. of Ed. Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: (800) 421-3481
FAX: (202) 453-6012; TDD: (800) 877-8339
Email: OCR@ed.gov

The University official responsible for interpretation and administration of this policy is the Vice Provost of Student Affairs

Related Documents/Policies

Refund and Bill Adjustment

<http://www.uvm.edu/~uvmppg/ppg/student/billadjust.pdf>

Medical Withdrawal Resource and Information Guide

<http://www.uvm.edu/health/medical-withdrawal-resources-information>

Effective Date

Approved by the President August 21, 2015