



## POLICY

### Title: 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, during a semester in progress, 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 voluntarily withdrawing from identified individual courses ("Partial Medical Withdrawal") or the University ("Full Medical Withdrawal") for the purpose of focusing on those matters requiring attention. In those circumstances where a student poses a threat to others or significantly disrupts the life of the community, this Policy also allows the University to remove a student via an Involuntary Medical Withdrawal. Following a Medical Withdrawal, 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.

In instances where a student elects not to return to the University for medical reasons prior to the start of a given semester, the University's Leave of Absence process, as described in the University Catalog, should be followed.

#### 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 take a Medical Withdrawal from their in-progress coursework and resume their course of study when able.

#### Applicability of the Policy

This policy applies to all students currently registered for, enrolled in, or auditing any course(s) at the University of Vermont and is applicable for the entirety of each academic calendar, including summer term. Procedures established by the Larner College of Medicine will be followed to determine the need for a Medical Withdrawal or Incomplete for medical students.

Students in need of academic accommodations due to a disability, which may include a course load reduction, should contact Student Accessibility Services, in accordance with the [Disability Certification, Accommodation and Support Policy](#).

#### Definitions

**Medical Incomplete:** A standard incomplete that indicates a medical rationale for coursework that cannot be completed by the end of the current semester. Incompletes require the approval

of the student's college/school dean, and require coursework to be completed within a set timeframe. See University Catalog for standard incomplete parameters.

**Medical Provider:** A healthcare provider (e.g., Medical Doctor, Doctor of Osteopathy, Physician Assistant, Nurse Practitioner, Licensed Psychologist, Licensed Professional Counselor, Licensed Clinical Social Worker, etc.), who is licensed or certified in the area for which the diagnosis is made, and who is not a family member or other individual with a close personal relationship to the individual being evaluated.

**Medical Withdrawal:** A standard withdrawal that indicates a medical rationale for the student's discontinuation of course(s) in the current term. See University Catalog for standard withdrawal parameters. A Medical Withdrawal can be "Full" or "Partial".

**Medical Withdrawal Re-Entry Committee:** The entity charged with reviewing requests for student re-entry following a Full Medical Withdrawal, to include representatives from the Dean of Students Office, the Center for Health and Wellbeing, and others, as needed. The scope of review by the Committee is limited to determination of the student's ability to resume studies and re-engage with University life with a reasonable likelihood of success.

**Re-Entry:** The process of returning to the University following a period of absence due to a Full Medical Withdrawal, which includes both medical clearance and academic processes.

## Procedures

### **Voluntary Medical Withdrawal or Medical Incomplete**

1. Students who voluntarily seek to withdraw from the University or identified courses after the start of a given semester because of a physical or mental health condition must contact the Student Services Office within the Dean's Office of their School or College to discuss their intention to take a Medical Withdrawal. Similarly, students who voluntarily seek a grade of Incomplete for identified courses after the start of a given semester because of a physical or mental health condition must contact the Student Services Office within the Dean's Office of their School or College to discuss their intention to take a Medical Incomplete. The Dean's Office of the Graduate School, rather than the Dean's Office of the student's academic unit, is the appropriate contact for Graduate Students.
2. Based on this conversation, the student will be provided with instructions on how to submit a Medical Withdrawal or Medical Incomplete Request Form, as appropriate, to the Dean's Office of their School or College. A portion of this Form must be completed by the student's Medical Provider (on or off-campus) for the purpose of verifying that a medical condition warranting consideration for Medical Withdrawal or Incomplete, as applicable, exists.
3. Upon receipt of a completed Request Form, the Dean's Office of the student's school or college will review and determine whether the student is eligible. This decision will be communicated to the student.
4. Students who wish to appeal the outcome of their eligibility request may do so by submitting their appeal, in writing, to the Dean of Students Office ([dos@uvm.edu](mailto:dos@uvm.edu)) within three (3) business days of receipt of a decision. The decision of the Dean of Students Office shall be the final decision of the University. This result will be shared, in writing, with the student and the University officials who were notified of the original decision.
5. The Dean's Office of the student's School or College is ultimately responsible for processing corresponding changes of student status.

## **Involuntary Medical Withdrawal**

1. In addition to processes available via the Code of Student Conduct for responding to university policy violations, the University may impose an Involuntary Medical Withdrawal or require conditions for continued attendance when one of the following transpires:
  - a. The student threatens the health or safety of others;
  - b. The student causes or threatens to cause significant property damage; or
  - c. The student significantly disrupts the activities of the University community.
2. The Dean of Students Office will consult with appropriate medical, psychological, academic, and law enforcement resources, as appropriate, in making this determination, including length of separation from the University and any conditions under which the student may seek to return.
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. When the Dean of Students Office determines that an Involuntary Medical Withdrawal is necessary, the student and the student's School or College will be notified in writing. This notification goes to the Graduate College for graduate students and the Graduate College will notify the School or College housing the student's academic program.
5. Students who wish to appeal an Involuntary Medical Withdrawal may do so by submitting their appeal, in writing, to the Vice Provost for Student Affairs within three (3) business days of receipt of the decision. The decision of the Vice Provost for Student Affairs shall be the final decision of the University. This result will be shared, in writing, with the student and the student's School or College.
6. The Dean of Students Office is ultimately responsible for processing appropriate changes of student status in all cases of Involuntary Medical Withdrawal.

## **Impact of Medical Withdrawal on Student Account**

1. When a Full Medical Withdrawal is taken, a hold will be placed on the student's registration by the Dean of Students Office until the student has successfully completed the re-entry process described below.
2. In situations where, at the time of a Full or Involuntary Medical Withdrawal, there are unresolved issues related to a student's behavior or conduct, or there are outstanding financial obligations to the University, additional holds may be placed on the student's record. Matters before the Center for Student Conduct will be processed in accordance with the Code of Student Conduct irrespective of any Medical Withdrawal.
3. When a Medical Withdrawal occurs after the close of the add-drop period, the student will receive a 'W' for all applicable courses attempted during that term, unless a Medical Incomplete is granted for a given course.
4. All supporting records concerning Medical Withdrawal and Medical Incomplete determinations, including medical re-entry, will be kept separately from the student's academic record.
5. Students are encouraged to address the impact of a Medical Withdrawal on the continuation of financial aid, research or scholarship, assistantship, or other forms of educational support with Student Financial Services, the appropriate program administrator in their academic department, and the Student Services Office within the Dean's Office of their School or College. Graduate students should contact the Graduate College Students Services Office. International students should be aware that a Medical Withdrawal may impact their visa status, and should contact the Office of International Education before requesting a Medical Withdrawal.

6. Any adjustment to the student's tuition will be made in accordance with standing University [policy](#).

#### **Re-entry from Full 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 from the University. To this end, the University expects the time away to be of sufficient duration to allow the student to address the issues involved in necessitating a Full Medical Withdrawal, whether voluntary or involuntary. The University strongly recommends that students who voluntarily withdraw from the University for medical reasons take a minimum of one full semester away from the University in order to enhance the likelihood of success upon return.

1. Students wishing to return to the University following Full Medical Withdrawal, whether voluntary or involuntary, must notify the Medical Withdrawal Re-Entry Committee of their intent to return a minimum of forty-five (45) days prior to the start of classes for the applicable semester, by submitting a Letter of Support from a Medical Provider and a Student Self Support Letter to the Dean of Students Office. *See Forms (below).*

The purpose of this documentation is to demonstrate the student's ability to resume studies and re-engage in University life with a reasonable likelihood of success. The information must be specific in its description of the reason for the student's Medical Withdrawal and the treatment rendered. It must outline, if appropriate, a plan of treatment to be followed upon return. Failure to provide this documentation in a timely manner may result in the inability of the Committee to process the request in time for re-entry in the desired semester.

Consideration of a medical re-entry request submitted after the deadline listed above will only be granted where the student has clearly articulated extenuating circumstances which prevented on-time submission. In any event, a request that is submitted without sufficient time for meaningful review by the Committee will be denied.

2. The Committee will consider the request for re-entry and communicate the decision, in writing, to the student, the student's School or College, and, for matriculated undergraduate students, the University's Undergraduate Retention and Enrollment Coordinator. As part of the Committee's decision making process, the Committee, or designee, may meet with the student to discuss the documentation submitted and the student's plans for successful re-entry. In all cases of Involuntary Medical Withdrawal, this meeting will be required.
3. A student may appeal the Committee's decision, in writing, to the Vice Provost for Student Affairs within three (3) business days of receipt of the Medical Re-entry decision. The Vice Provost will review all available information and make a final decision regarding Medical Re-entry for the applicable semester. The decision of the Vice Provost for Student Affairs shall be the final decision of the University for the semester at issue. This result will be shared, in writing, with the student and the University officials who were notified of the original decision.
4. Once approved for Medical Re-entry by the Committee, or the Vice Provost, as applicable, the student must initiate the University's Academic Re-entry process, as follows:
  - a. Matriculated Undergraduate Students: complete an online [Re-entry Application Form](#);
  - b. Graduate Students: contact the Graduate College Dean's Office at (802) 656-3160 or [gradcoll@uvm.edu](mailto:gradcoll@uvm.edu).
  - c. PACE Students: contact the Professional and Continuing Education Dean's Office at (802) 656-2085 or [learn@uvm.edu](mailto:learn@uvm.edu).
5. The offices identified above are responsible for approving requests for academic re-entry and communicating details about updated student records and semester course registration access via

- email to students who are re-entering. Academic re-entry requests received after the first day of classes for a given semester will only be processed for the following semester.
6. Policies or practices of the student's College or School related to academic progress and standards may be considered in determining readiness to return.
  7. Students are encouraged to meet with supportive resources, including the Student Services Office within the Dean's Office of their College or School, Student Health Services, Counseling & Psychiatry Services, Student Accessibility Services, the 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.

### **Concerns Regarding Discrimination**

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

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

-Or-

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](mailto:OCR.Boston@ed.gov)

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

### **Contacts**

**Questions concerning the daily operational interpretation of this policy should be directed to the following (in accordance with the policy elaboration and procedures):**

Title(s)/Department(s):	Contact Information:
Dean of Students	(802) 656-3380
Executive Director and Senior Public Health Officer	Center for Health and Wellbeing (802) 656-0844

### **Forms/Flowcharts/Diagrams**

- Request Form for Medical Withdrawal or Medical Incomplete - contact Academic Dean's Office
- Re-Entry
  - [Letter of Support for Re-Entry from Medical Provider – Instructions](#)
  - [Student Self-Report for Re-Entry – Instructions](#)
  - [Academic Re-entry Application Form \(Matriculated Undergraduate Students\)](#)

## Related Documents/Policies

- [Academic Catalog](#)
- [Disability Certification, Accommodation and Support – Students Policy](#)
- [Larner College of Medicine - Policy 590.10 - Medical, Family and Personal Leaves of Absence](#)
- [Refund and Bill Adjustment Policy](#)

## Regulatory References/Citations

- None

## Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

## About this Policy

<b>Responsible Official:</b>	Vice Provost of Student Affairs	<b>Approval Authority:</b>	Provost and Senior Vice President
<b>Policy Number:</b>	V. 2.21.5	<b>Effective Date:</b>	September 12, 2018
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