

Medical Withdrawal

WELLNESS CENTER
220 PAWTUCKET STREET, UNIVERSITY CROSSING, SUITE 300
LOWELL, MA 01854
phone: 978-934-6800 fax: 978-934-3080
email: Health_Services@uml.edu

Medical Withdrawals are for the current semester only and requests must be submitted by the last day of class(es) for that semester.

Purpose

A Medical Withdrawal is initiated by a student when the student's medical condition interferes with his or her ability to do coursework, manage day-to-day functions, or live safely in the university environment. The purpose of a Medical Withdrawal is to support the student in taking time away from school to receive treatment, to focus their time and resources on improving their health, and eventually return to the University with a significantly improved chance of academic and personal success.

Policy

Students have several opportunities to withdraw from academic courses after classes have started, regardless of the reason. Courses dropped within the Add/Drop period (first 10 days of classes) will not appear on the transcript and there will be no tuition or fees associated with them. Courses may be withdrawn from up to the 50th day of classes and students will receive a grade of W. Students who voluntarily [withdraw](#) from all courses are withdrawn from the university and should contact the Solution Center when ready to return. Add/Drop and Withdrawal deadlines are posted on the [academic calendar](#). There are no adjustments to tuition or fees after the Add/Drop period.

Students may also consider reducing their course load by withdrawing from one or more classes and focusing on a few selected classes, requesting incompletes and working with their professor(s) on a plan of course completion, or doing [grade substitution/deletions](#).

If a Medical Withdrawal Request is submitted and approved, grades will appear as X indicating an administrative withdrawal and will not calculate into the GPA. Medical withdrawals are for the current semester only and are applied in circumstances where profound impact to academic performance due to an unexpected personal or immediate family health related event is documented sufficiently.

A student withdrawing from the University because of health reasons must initiate the withdrawal by submitting the [Request for Medical Withdrawal](#) form to the Director of Health Services. The Request for Medical Withdrawal form must be completed in full by a licensed medical or mental health provider. Medical information submitted with a Request for Medical Withdrawal is kept confidential and does not become part of the student's health or academic record.

A medical withdrawal applies to all courses taken during a semester unless specific explanation is provided that describes how the medical reason for the withdrawal affected only specific course(s).

Please note that withdrawals from the University may have an impact on financial aid and students should always confer with the [Financial Aid](#) office to understand the potential consequences of a Medical Withdrawal. Students should also consult with their academic advisor for the effect of a withdrawal on their program enrollment and degree progress.

To return to school, a student must present documentation from their health care provider via a [Readiness to Return](#) form, that they have been receiving treatment and the health problem no longer prevents them from successfully completing course work. The student should also submit a brief statement of how they plan to ensure a successful return to their academic work. Students have between one and four semesters to return to the university. After the fourth semester, an [Application for Readmission](#) will need to be submitted to the Office of the Registrar.

Students who submit multiple requests for Medical Withdrawal within two years may be placed on an academic leave of absence for a full semester before being allowed to return to the University on a full-time basis.

Application and Review Procedure

Application Process

1. Download and print the [Request for Medical Withdrawal](#) form.
2. Complete page one of the form.
3. Have your health care provider complete page two of the form. Note: incomplete forms will not be reviewed until all requested information is provided.
4. Write a personal statement describing how your diagnosed condition interfered with your academic performance.
5. Submit completed forms to the Director of Health Services. Forms may be submitted;
 - a. By mail or in person to the Wellness Center Health Services
220 Pawtucket St., Suite 300
Lowell, MA 01854
 - b. By fax to 978-934-3080
6. Students may submit supporting documentation in addition to the Request for Medical Withdrawal in the form of other medical records or a personal statement.

Review Process

1. The Director of Health Services or Director of Counseling Services will review the documentation and may request additional information from the student or the health care provider.
2. The Medical Withdrawal Review Committee meets monthly. The Director of Health Services or Director of Counseling Services will make a recommendation to the Committee based on criteria established by the committee and as noted in the Medical Withdrawal Policy. Specifics of medical information will be kept confidential.

3. There are three potential outcomes to the review process.
 - a. Approval: The Registrar's Office will enter the student's grades as Xs for the requested semester and will notify the student that the request was approved. A hold will be placed on the student's account preventing future registration until the student is determined by their health care provider to be ready to return to academic participation.
 - b. Denial: The student's grades will remain unchanged and the Registrar's Office will notify the student that the request was denied.
 - i. Students receiving a written denial of their request have the right to file an appeal with the [Associate Dean for Health and Wellness](#). The request should be in writing and the student must stipulate the basis of their appeal. If the student wishes to submit additional medical documentation to support their appeal, they must submit that documentation to the Director of Health Services. Medical records should not be submitted to the Assistant Dean for Health and Wellness.
 - c. Pending: The student's grades will remain unchanged and the Director of Health Services or Director of Counseling Services will contact the student and/or their health care provider to request additional information.

4. When ready to resume academic work, the student will submit documentation from their health care provider to the Director of Health Services demonstrating evidence of [Readiness to Return](#). When submitted, this information will be reviewed and if meeting criteria, the registration hold will be removed.

Note: **International Students** must discuss their intent to withdraw with the International Students and Scholars Office prior to submitting a Request for Medical Withdrawal.

Students living in **Campus Housing** must notify Residence Life of their intent to leave campus, check out, and turn in their key to apply for pro-rated Housing and Meal Plan charges.