

LOURDES UNIVERSITY MEDICAL WITHDRAWAL POLICY

Introduction

Lourdes University recognizes that students may experience medical situations that significantly limit their ability to function successfully or safely in their role as students. In those situations, students may consider requesting a medical withdrawal, which permits students to withdraw from all classes at the University, so that they may receive treatment and potentially return to the University with an enhanced opportunity to achieve their academic and co-curricular goals.

Lourdes University has designed this policy to ensure that students are given the individualized attention, consideration and support needed to address medical issues that arise or escalate during their time at the University. This policy outlines the process that students should follow to request a medical withdrawal.

This policy applies to both undergraduate and graduate students. Undergraduate students should note that an absence of more than two years mandates the student to follow the graduation requirements in effect at the time of their return; students who are approved for a medical withdrawal are not exempted or given special dispensation from the two-year absence policy, available for review in the Academic Catalog.

Medical Withdrawal Process

If a student has encountered medical issues that significantly impact his/her ability to be successful in the University environment, s/he may choose to seek a medical withdrawal for that term. Medical withdrawals are not approved for terms that have already been completed. Medical withdrawals will be considered only based on a student's own medical situations. Partial medical withdrawals will not be considered. Should a student wish to pursue a leave of absence based on extenuating circumstances not covered under this policy, s/he should discuss relevant options with his/her advisor.

Students interested in a medical withdrawal should first contact their academic advisor for guidance on the medical withdrawal policy. The student is responsible for (i) completing a medical withdrawal application form available on the Advising Center website; (ii) composing a signed statement requesting a medical withdrawal; (iii) obtaining the required medical documentation; and (iv) submitting the completed materials to the Senior Administrative Assistant to the Provost in St. Claire Hall (SCH) 141. Submission of a full application does not guarantee that the medical withdrawal will be approved.

Medical documentation of a significant physical or mental health issue is required from a licensed healthcare professional. The documentation must:

- Be signed and on official letterhead from a licensed healthcare provider and include the provider's current License/Certification # and list the state of issuance;

- Include the licensed health care provider's assessment that the student has a medical issue that will prevent or detrimentally interfere with the student's ability to continue studies at this time;
- Include the licensed health care provider's assessment of the duration of leave anticipated before the student can be academically and personally ready to resume life at the University; and
- Not be from a family member or personal friend and must include a statement attesting that s/he is not.

Upon receipt of the medical withdrawal request form and appropriate documentation in SCH 141, the request will be forwarded to the Office of the Provost for decision. The Provost will review the provided documentation in consult with the relevant academic advisor and Dean, and the approval process shall proceed as quickly as possible to allow a student experiencing difficulties due to a medical condition to immediately step away from University life and receive the support s/he needs. Typically, the Office of the Provost will render the decision within five (5) business days of receipt of all materials and communicate the decision to the student, his/her instructors, the Dean, the Registrar, the Bursar, and the student's academic advisor.

Students are not permitted to stay in university housing if they are not enrolled. International students are strongly encouraged to work with the International Student Regulation Coordinator (located in Admissions) regarding the specific steps needed to continue in good standing with regard to their student VISA.

Remedies for Students

If the medical withdrawal request is approved, the student will be withdrawn from all classes, and a grade of 'W' will be posted to his/her transcript. Courses that are dropped under the medical withdrawal policy are not considered taken as part of the Lourdes University policy that allows for a maximum of two attempts per course. This policy is available for review in the Academic Catalog.

Upon approval of a medical withdrawal request, the Bursar will make a Federal Title IV calculation to determine the amount of money that must be refunded to the U.S. Department of Education or Lourdes University. If a medical withdrawal is approved, the aid paid to the student's account at the time of request, in accordance with Return to Title IV Regulations, will be considered payment-in-full. The status of self-pay student accounts will also be calculated based on the Return to Title IV pro-rata calculation to determine an equitable charge/refund assessment.

No funds will be refunded for costs associated with housing and the university meal plan for medical withdrawal requests submitted after the freeze date.

Returning from a Medical Withdrawal

Returning from a medical withdrawal is subject to the approval of the Office of the Provost in consult with the student's academic advisor and Dean. When a student is interested in returning

to the University from a medical withdrawal, the student should contact his/her advisor and submit the a complete re-enrollment request to the Senior Administrative Assistant to the Provost at least one month in advance of the intended return date to ensure that the appropriate offices have sufficient time to evaluate the student's request. Submission of a complete re-enrollment requires the following and does not guarantee that the re-enrollment request will be approved:

- A statement composed by the student describing the steps s/he has taken since seeking the medical withdrawal and how such steps have contributed to the student's personal and academic readiness for re-exposure to University life;
- Documentation from a licensed healthcare provider signed and on official letterhead that includes his/her assessment that the medical issue(s) that prevented or detrimentally interfered with the student's ability to continue studies at the time of the medical withdrawal do not persist to a level that would prevent or detrimentally interfere with the student's ability to continue studies at this time. The provider must attest that the s/he is not a family member or personal friend of the student and must include the provider's current License/Certification # and list the state of issuance.

Upon receipt of the complete re-enrollment request in SCH 141, the request will be forwarded to the Office of the Provost for decision. The Provost will review the provided documentation in consult with the relevant academic advisor and Dean, and the approval process shall proceed as quickly as possible. Typically, the Office of the Provost will render the decision within fourteen (14) business days of receipt of all materials and communicate the decision to the student, the relevant Dean, the Registrar, and the student's academic advisor.

All decisions made under this policy by the Provost in consult with the relevant Dean and academic advisor are final.