

## **Medical and Compassionate Withdrawal Request Procedure**

A medical withdrawal request may be made in extraordinary cases in which:

- Serious illness or injury prevents a student from continuing his or her classes, and
- Incomplete grade or other arrangements with the instructors are not possible.

The medical withdrawal procedure covers both physical and mental health difficulties.

A compassionate withdrawal occurs when a student's child or family member experiences an illness and prevents the student from attending classes.

All medical and compassionate withdrawal applications are for full withdrawal from all coursework for the semester. All applications for withdrawal require thorough and credible documentation.

The medical/compassionate withdrawal form is available from the office of the Vice President of Student Affairs. The Vice President of Student Affairs (VPSA) or designee approves or denies the medical or compassionate withdrawal request based on the documentation provided.

If approved, the VPSA or designee also determines the approved effective date based on the health care documentation provided.

The approved effective date of determination is used to calculate the percentage of tuition and fees that should be refunded, if any. In addition, if the medical or compassionate withdrawal request is approved, the VPSA or designee must also determine if an administrative hold is appropriate.

Any documentation (including applications, supporting documents, etc.) that is turned into the VPSA Office will be kept in the Counselor/ADA Coordinator's office in accordance with HIPPA standards. Medical and compassionate withdrawal applications and supporting documents are retained by the NWCCD for at least seven years and filed separately from the student's other records.

## **Medical and Compassionate Withdrawal Procedure**

Students who are unable to continue classes for extraordinary medical reasons or require compassionate withdrawal, due to the illness of a family member, are strongly encouraged to submit a request for medical or compassionate withdrawal as soon as possible.

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Students receiving financial aid assistance for the semester are strongly encouraged to consult with a Financial Aid counselor to identify and understand the how a full withdrawal (medical or compassionate) may impact their current semester financial aid, and future financial aid eligibility.

International students with an F1/J1 visa must consult with the International Students Coordinator to discuss the serious immigration consequences that may result from your withdrawal from NWCCD.

**To request a medical withdrawal:**

1. The student must submit a Request for Medical/Compassionate Withdrawal Form along with appropriate documentation to the VPSA or designee. Appropriate documentation for a medical withdrawal consists of a letter from the student's health care provider that specifies the following:
  - the date of onset of illness
  - the dates under professional care
  - the general nature of the medical condition and why/how it prevented completion of course work
  - the date of anticipated return to school

In some cases, tuition refunds may also be granted through the medical withdrawal process, however, this will depend on each individual student's circumstances. Please consult Procedure 5041.5: Refunds, for more detail.

2. The Request for Medical/Compassionate Withdrawal will be reviewed by the VPSA or designee with consideration if all relevant academic and/or personal information (e.g., number of previous withdrawals, number of prior requests for special consideration, etc.).
3. The VPSA or designee will approve or deny the request for a medical withdrawal and complete the Request for Medical/Compassionate Withdrawal.

**Appeals**

Students have the right to appeal a medical/compassionate withdrawal decision according to the procedures listed in Procedure 5075.4: Student Grievance.

**Reinstatement Procedures**

Following an involuntary medical withdrawal, student will follow the readmission procedures listed as part of their medical withdrawal.

**Vice President of Student Affairs' Designees for Medical Withdrawals:**

Vice President of Student Affairs  
Director of Campus Life and Housing (SC)  
Coordinator of Counseling and ADA Services (SC)

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## **Involuntary Medical Withdrawal Procedure**

An Involuntary Medical Withdrawal occurs when a student is unable or unwilling to request a voluntary leave of absence or withdrawal. The Vice President of Student Affairs (VPSA) or designee will review relevant documentation and make a determination regarding Involuntary Medical Withdrawal versus ADA Accommodations or a behavioral intervention plan.

An Involuntary Medical Withdrawal is an administrative decision and is not a disciplinary action. However, separate disciplinary action may result from the underlying behavior of the student pursuant to Procedure 5075.2: Student Code of Conduct.

An Involuntary Medical Withdrawal may occur when a student experiences a medical situation that:

- significantly limits their ability to safely and successfully function as a student,
- prohibits their ability to meet the minimum technical standards for the program, or
- the student is so severely disruptive that they interfere with the activities of the campus community.

Voluntary medical withdrawal is always preferable to involuntary medical withdrawal. NWCCD will not include requirements for readmission to include the “complete resolution” of a medical issue. NWCCD may require evaluation by a medical or mental health provider prior to readmission.

In emergency situations, the Director of Campus Life and Housing and/or the VPSA in the exercise of reasonable judgment, may bypass some or all of the above steps and considerations, in order to ensure campus or clinical safety and/or the safety of students. Nothing in this or other policies shall be construed to prevent NWCCD from requiring students to, at all times, meet the college/program essential eligibility requirements and technical standards.

### **Appeals**

Students have the right to appeal an Involuntary Medical Withdrawal according to the procedures listed Procedure 5075.2: Student Code of Conduct.

### **Reinstatement Procedures**

Following an involuntary medical withdrawal, student will follow the readmission procedures listed as part of their involuntary medical withdrawal.

### **Vice President of Student Affairs’ Designees for Involuntary Medical Withdrawals:**

Vice President of Student Affairs

Director of Campus Life and Housing (SC)

Coordinator of Counseling and ADA Services (SC)

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