

Voluntary Medical Withdrawal Policy

Butler University recognizes that a student may experience a medical or mental health condition that interferes with the student's ability to reasonably participate in the University's educational programs and activities. In some circumstances, a period of time away from the University may be appropriate when a student is unable to continue participating successfully in the academic environment, even with reasonable accommodations. A voluntary medical withdrawal provides students with an opportunity to initiate a request to withdraw to focus on treatment, recovery, or other health-related needs while maintaining the possibility of returning to the University at a later date. The Office of the Dean of Students coordinates the voluntary medical withdrawal process in consultation with academic and administrative offices as appropriate.

A voluntary medical withdrawal is a special form of withdrawal, which may provide the student with certain benefits not available under a regular withdrawal. For this reason, the University asks for additional information not required for a regular withdrawal request. While the Dean of Students coordinates the process, this is a student driven process whereby the student elects to withdraw. Therefore, it is the student's responsibility to consider their options, understand the process, and fulfill all requirements.

While each student's request is unique, there are several considerations that apply:

- A request for a medical withdrawal is not a guarantee. The information provided will be reviewed and a decision will be made by the Dean of Students based on an individualized assessment of the student's circumstances and supporting documentation.
- A student may begin the process to take a medical withdrawal at any time during the year; however, if a student has taken a final exam, a medical withdrawal is no longer an option for that semester.
- Requests for a retroactive withdrawal, after the conclusion of a semester, will not be considered.
- A medical withdrawal is "All or Nothing." It is not possible in this process to withdraw medically from some classes while remaining enrolled in others. Accordingly, students approved for a voluntary medical withdrawal will be withdrawn from all courses in which they are enrolled.

Other Considerations:

Butler Access:

After a medical withdrawal is granted, students are not permitted to take Butler courses on-line, use University facilities (HRC, library borrowing etc.), hold an on-campus job, or participate in student organizations/activities.

Assistance/Information:

For assistance with the process, or to learn more about the medical withdrawal option, please contact: Martha Dziwlik (jeev-lick) M.S. Ed.

Dean of Students

Office of the Dean of Students, Atherton 311 / deanofstudents@butler.edu 317.940.9470

Classes:

Students should expect that their classes will be dropped for the semester in which the withdrawal is taken. Students should anticipate that classes for the following semester (if they have already registered) will also be dropped.

Deadlines:

To ensure adequate time to process a request, to return from a medical withdrawal, deadlines have been established:

- For fall semester return: July 1
- For spring semester return: December 1

Requests to return from a medical withdrawal past these deadlines may not be considered.

Email:

University issued email addresses will remain active during the approved medical withdrawal.

Financial Aid:

It is strongly recommended that the student meet with the Financial Aid office to determine the impact that a medical withdrawal may have on their current and future aid package.

Grades:

When a medical withdrawal is granted, the course grade in all courses for which the student is enrolled will become a W (withdraw). Grades of W do not affect a student's GPA, hours attempted, or hours earned. The student may register for these courses again at a later date according to each college's policies.

Refunds:

Tuition refunds for medical withdrawals that occur within the first four weeks of the semester will follow the University tuition refund schedule. After that date, tuition is not recoverable in whole or part. The last date of class attendance is used to determine refunds.

Residence Life:

Students who medically withdraw are not eligible to remain in campus housing. Upon approval, they will be given a time frame to vacate their room. Room and board may be pro-rated from the date the student officially vacates their campus housing according to a schedule established by the office of Residence Life. No prorated board refunds will be given after the University's published, *Last Date to Withdrawal* date has passed in a given semester. The process starts by completing the *Intent to Vacate* form. The University cannot guarantee housing assignments for subsequent semesters.

Account Hold:

Following the approval of a medical withdrawal, a hold will be placed on the student's record. The hold will remain until all conditions for re-enrollment have been met. This hold does not prevent a student's transcript from being released as requested by the student.

Steps to Take an Approved Medical Withdrawal:

A student must meet with the Dean of Students and provide supporting documentation from a licensed healthcare provider identified below.

1. Healthcare Provider Documentation

The student must provide documentation from **a licensed physician, psychologist, psychiatrist, nurse practitioner, or physician assistant**. The documentation must:

- a. Confirm that the student is experiencing a medical or mental health condition;
- b. State that, because of the condition, the student is currently unable to reasonably participate in the University's educational programs and activities; and
- c. Provide an anticipated duration of the condition's impact or an anticipated timeframe in which the student may be able to resume participation in the University's educational programs and activities, if such an estimate can reasonably be made.

2. Documentation Requirements

Documentation should be provided in letter form, addressed to the Dean of Students, written on professional letterhead, signed by the provider, and include the provider's contact information. Documentation may be submitted electronically or by mail.

3. Additional Information

When necessary to evaluate a request, the University may request additional information or ask the student to authorize communication with the healthcare provider for clarification regarding the documentation provided.

4. Optional FERPA Release

Students may sign a FERPA release authorizing the University to communicate with a parent, guardian, or other designated individual regarding the student's withdrawal.

5. Review Process

The Dean of Students will meet with the student, review the submitted information, and determine whether a voluntary medical withdrawal is appropriate.

Medical documentation submitted as part of this process will be maintained confidentially and shared only with University officials who have a legitimate educational interest or as otherwise permitted by law.

Steps to Return from an Approved Medical Withdrawal:

Students seeking to return following a medical withdrawal must meet with the Dean of Students and provide supporting documentation from a licensed healthcare provider as indicated below.

1. Healthcare Provider Documentation

The student must provide documentation from a licensed physician, psychologist, psychiatrist, nurse practitioner, physician assistant. The documentation must:

- a. Confirm that the condition that necessitated the medical withdrawal no longer prevents the student from reasonably participating in the University's educational programs and activities;
- b. State that the student is able to reasonably participate in the University's educational programs and activities, with or without reasonable accommodations;
- c. Identify, if applicable, any functional limitations relevant to the student's participation in the educational environment and activities and provide an anticipated duration of those limitations, if such an estimate can be reasonably made. Note: If a student is returning

with functional limitations that require reasonable accommodations, the student will be referred to Student Disability Services-

2. Documentation Requirements

Documentation should be provided in letter form, addressed to the Dean of Students, written on professional letterhead, signed by the provider, and include the provider's contact information. Documentation may be submitted electronically or by mail.

3. Additional Information

When necessary to evaluate a request for return, the University may request additional information or ask the student to authorize communication with the healthcare provider for clarification regarding the documentation provided.

4. Review Process

The Dean of Students will meet with the student, review the submitted information, and determine whether the student is eligible to return. Medical documentation submitted as part of this process will be maintained confidentially and shared only with University officials who have a legitimate educational interest or as otherwise permitted by law.

Tuition Refund Insurance link

Although we will be partnering with students to support their health and success, for some conditions, the potential for reoccurrence might exist. The following link outlines an elective Tuition Refund Plan program that provides insurance for tuition, room and board, and mandatory fees (www.butler.edu/student-accounts/tuition-insurance). This is for the student's consideration based on one's informed interactions with one's support system. (The University does not monetarily benefit from use of this insurance program).