

Butler University Medical Withdrawal Policy

An individual experiencing physical or psychological conditions that significantly impairs their ability to function successfully or safely as a student may decide that a period of time away from the University for treatment or recovery is warranted. The time away may help the student be able to return and perform successfully in the classroom and within the campus community. In those situations, students may request a medical withdrawal, which, if granted, permits them to take a break from the University. The medical withdrawal process is managed by the office of the Dean of Students in cooperation with the academic deans and relevant offices such as: Registration and Records, Financial Aid, Student Accounts, and Residence Life. While the Dean of Students coordinates the process, 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:

- Students may leave the University at any time but risk academic and financial consequences if drop/withdrawal deadlines are missed. Use of this policy and process may mitigate or alleviate negative consequences.
- 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 who serves as the University Health Officer designee and should be read as such in this policy. It is the sole discretion of the University to determine approval, both to leave and return.
- 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.
- 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 medical withdrawal, after the conclusion of a semester, will not be considered.

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

mdziwlik@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 will 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:

To be considered for a withdrawal, students will work with the Dean of Students to submit copies of necessary medical documentation. The documentation must include:

1. Provide documentation from a **licensed physician, psychologist, psychiatrist, nurse practitioner or physician assistant**. This evaluation must contain:

- a. An outline of a diagnosis, a description of the current treatment plan, and any recommended future treatment.
 - b. A statement that the student is complying with the recommendations for treatment resulting from the initial assessment and subsequent psychological/medical intervention(s).
 - c. A statement of the student's inability to function on a college campus due to the medical or psychological condition.
2. The medical documentation should be in letter form, addressed to the Dean of Students, written on office letterhead, and signed by the licensed provider with contact information included. Documentation may be faxed, scanned in an email attachment, or mailed to the Office of the Dean of Students.
3. Students must sign a medical release (provided by the Office of the Dean of Students) allowing each provider the ability to share information with the Dean of Students.
4. A scheduled meeting will take place with the Dean of Students and the student to consider the request and review the submitted documentation. Medical documentation, submitted as part of the medical withdrawal process, will be kept private. Limited information may be shared with campus partners demonstrating a legitimate educational need to know. Otherwise, information is not shared without the student's written permission.

Steps to Return from an Approved Medical Withdrawal:

To be considered for return, students will work with the Dean of Students to submit copies of necessary medical documentation. The documentation must include:

1. A current assessment from a **licensed physician, psychologist, psychiatrist, nurse practitioner or physician assistant** of the student's condition. The letter should describe:
 - b. A summary of the scope of services and treatment received.
 - c. Any ongoing/completed treatment as outlined in the initial assessment including a medication regime if prescribed.
 - d. A clear, positive statement of the student's ability to function within the University environment.
 - e. Any recommendation for further treatment, including medication management, if warranted.
 - f. If treatment has involved counseling/therapy, documentation must be from one's licensed mental health provider as per above.
2. The medical documentation should be in letter form, addressed to the Dean of Students, written on office letterhead, and signed by the licensed provider with contact information included. Documentation may be faxed, scanned in an email attachment, or mailed to the Office of the Dean of Students.
3. While completing these recommendations, the student must sign a medical release allowing each individual working with them the ability to share student's information with the Dean of Students.
4. A scheduled meeting will take place with the Dean of Students and the student to consider the request and review the submitted documentation. Medical documentation, submitted as part of the medical withdrawal process, will be kept private. Limited information may be shared with campus partners demonstrating a legitimate educational need to know. Otherwise, information is not shared without the student's written permission.

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).