

From: 3D Memos [ppgs@email.arizona.edu]
Sent: Wednesday, May 13, 2009 2:08 PM
To: 'PPSS3DS@LISTSERV.ARIZONA.EDU'
Subject: Updated Medical Withdrawal Policy and Procedure-
TO: University Community

FROM: Carol D. Thompson, Ed.D.
Assistant Vice President for Student Affairs
& Dean of Students

DATE: May 13, 2009

RE: Updated Medical Withdrawal Policy and Procedure- Corrected

Please be advised of the updated policy and procedures for student medical withdrawal. These changes were approved by Faculty Senate on May 4, 2009 and take effect Fall 2009 for all enrolled undergraduate and graduate students, regardless of catalog year.

The policy and procedures were updated to enhance the University's compliance with HIPAA guidelines surrounding the confidentiality of medical documents and to clarify restrictions on tuition/fee refunds related to professional degree programs for which students have received funding from private sponsors.

The updated policy and procedures is below with changes in **bold font**.

Medical Withdrawal Policy and Procedure

*All students who seek to withdraw from the University for medical reasons **after the Tuition Refund Deadline** must follow the procedures set forth below:*

- I. Obtain medical documentation from a licensed health care provider to support the request for a medical withdrawal. Medical documentation must be written on the health care provider's letterhead and contain the following information:*
 - A. The approximate date of onset of the medical condition giving rise to the request for medical withdrawal, and the dates through which such condition continued;*
 - B. The general nature of the medical condition that prevents or prevented the student from continuing or completing his/her course work **and, if the semester has ended, from withdrawing when the student stopped attending classes;***
 - C. The last date on which the student was or anticipates being able to attend class because of the medical condition.*
- II. Provide letter and medical documentation to the Executive Director, Campus Health Services.*
- III. Campus Health Services will review the documentation and either:*
 - A. Approve the reasons set forth in the medical documentation and send a **"Medical Withdrawal"** form to the Dean of Students Office, which will include the dates of onset of the medical condition and the dates through which such condition continued, but which will include no information related to the nature of the medical condition; or*
 - B. **In cases where a student requests a retroactive medical withdrawal after the last day of classes through the petition process, provide the "Medical Withdrawal Form" and the information contained above to the student to submit with the petition form (i.e., for***

undergraduates, the General Petition; for graduate students, the Graduate College Petition).

IV. Withdrawals filed before the first deadline, at the end of the fourth week of classes (Fall and Spring Semesters), result in cancellation of registration in all courses. After the fourth week of classes, all classes will be assigned a WP (Withdrawal/ Passing) regardless of the reason for the withdrawal. A list of students who withdraw from the University during the semester and receive an automatic WP will accompany the Official Grade Roster provided to instructors at the end of the semester. An instructor who believes that any of the students included on the list should receive a WF (Withdrawal/Failing) instead of the WP will receive instructions for making this change. <http://www.registrar.arizona.edu/schedule084/withdraw.htm>. WP and WF grades are not factored into a student's cumulative University of Arizona GPA.

Requests for Medical Withdrawal after the Refund Deadline

Students who withdraw from the University on or before the [Refund Deadline](#) will receive a full refund of tuition and mandatory fees. Tuition and fees will not be recalculated or reversed after the refund deadline. Students are responsible for all tuition and fees remaining on their account. Tuition recalculation may result in a credit balance on the student's account. Consult the Bursar's website section on [Requesting a Refund](#) to receive funds from a credit balance. Financial aid or scholarship recipients should also consult the [Office of Student Financial Aid](#) regarding rules and regulations pertaining to ANY award if planning to drop units. <http://www.bursar.arizona.edu/students/payments-refunds/refunds.asp>.

Students who withdraw for medical reasons after the refund deadline, but before classes end, must submit the proper medical documentation, as set forth in Section I above, to Campus Health. Campus Health will notify the Dean of Students Office if the medical withdrawal is supported. Upon receipt of documentation from Campus Health, the Dean of Students Office will review refund requests. A refund may or may not be granted. All supplemental refunds are partial, based on the information provided to Campus Health Services and the Dean of Students Office.

Requests for Retroactive Medical Withdrawal after Classes End/Refunds related to the Petition Process

Except as set forth below, students who seek a retroactive medical withdrawal after the end of classes must petition for a retroactive medical withdrawal. Undergraduates must file a General Petition with the University General Petitions Committee. Graduate students must file a Graduate Petition with the Graduate College. If the petition for a retroactive medical withdrawal is approved, based upon the information the student provides in the petition and the "Medical Withdrawal Form" from Campus Health Services, then the student must present such approval to the Dean of Students Office, if s/he also seeks a refund of tuition. Neither the General Petitions Committee nor the Graduate College has jurisdiction to approve a refund request. The Dean of Students Office will review the refund request and may in its discretion and in conjunction with a determination from the Refund Review Committee, determine whether to approve the request, which it will forward to the Bursar's Office.

Exceptions for Accelerated, Professional and Special Degree Programs

The University offers accelerated, professional and special degree programs, sometimes supported by outside donors or organizations. Because of the nature of these programs, students may not be entitled to any refunds of tuition or fees, irrespective of the reason for the student's withdrawal. It

is the students' responsibility to know the terms and conditions of such accelerated or special programs in which they are enrolled or may plan to enroll.

Approvals:

Undergraduate Council:	11/04/08
Graduate Council:	11/21/08
Academic Deans:	4/07/09
Administrative Review:	4/06/09
ICPC:	3/11/09
Faculty Senate:	5/04/09