



## **Withdrawal for Medical Reasons**

### **Policy**

University of South Carolina Upstate students may apply for a Withdrawal for Medical Reasons due to physical and/or psychological condition(s) that makes it difficult for the student to be academically successful and able to meet their responsibilities as a student. For non-medical concerns, please consult with your Academic Advisor and Academic Dean regarding the withdrawal process (see [Academic Catalog](#)).

Withdrawal for Medical Reasons will only be considered when a licensed medical or mental health provider recommends the clinical need to withdraw from courses. A personal written statement from the student, relevant documentation, and provider report from the medical professional verifying the recommendation for withdrawal is required, if available.

Withdrawal for Medical Reasons requests will be considered up to one year after the final grade is assigned. Exceptions to the one-year deadline are made through a petition to the Academic Affairs Committee. Students approved for Withdrawal for Medical Reasons must either:

- 1) In the period after the Last Day to Drop but before the last day of classes, drop one or all classes. The form to be utilized is the [Request to have WF's changed to W's due to Extenuating Circumstances Form](#)

Or,

- 2) After the end of the semester, must withdraw from all classes. The form to be utilized is the [Post Semester \(Retroactive\) Extenuating Circumstances Withdrawal Form](#).

The grade for each course will be recorded as a "W" on the student's transcript. Please note that a "W" recorded on one's transcript that is connected to a Withdrawal for Medical Reasons will not be counted as one of two allowed course attempts. The Dean of Students Office will keep records of which courses were recorded as a "W" for medical reasons if questions arise regarding course attempts.

There will be no refund for any courses approved for Withdrawal for Medical Reasons if processing is completed after the university's refund deadline (see [Academic Calendar](#)).

Students may take as much time as needed away from the University to recover from the condition that qualified them for Withdrawal for Medical Reasons however, students who do not take classes for one or more consecutive semesters must reapply for admission through the [Admissions & Financial Aid Office](#).

### **Considerations regarding Withdrawal for Medical Reasons:**

1. All students are encouraged to talk with their academic advisor prior to considering this action.

2. Taking Withdrawal for Medical Reasons should not impact health insurance coverage. However, it is advised that a student inquires with their insurance carrier regarding coverage.
3. For International students, Withdrawal for Medical Reasons may impact one's legal status. International students holding visas, including F-1 or J-1 visas, should consult with the Office of International Studies or their own counsel before filing for Withdrawal for Medical Reasons to make sure they meet with the immigration regulatory requirements.
4. Students who live in on-campus housing must follow the housing withdrawal process as outlined in the [Campus Living Guide](#). Students intending to live on campus after returning from Withdrawal for Medical Reasons must contact the Office of Housing & Residential Life. The Office of Housing & Residential Life will make every reasonable effort to provide housing to a student returning from Withdrawal for Medical Reasons. Please refer to the Campus Living Guide regarding any possible contract cancellation penalties or prorated housing refunds.
5. Student athletes are encouraged to discuss Withdrawal for Medical Reasons and eligibility with their coach and/or the Director of Athletics prior to filing for Withdrawal for Medical Reasons.
6. Students who withdraw and have received financial aid must contact the [Office of Financial Aid](#). Some student aid may need to be repaid. Any balance that results from a reduction in aid is the student's responsibility.
7. Withdrawal for Medical Reasons approval may impact access to campus resources (e.g., Housing & Residential Life, Health Services, Counseling Services, Dining Services, Library, Campus Recreation, etc.).

### **Procedures**

Students may initiate requests for a Withdrawal for Medical Reasons individually or with the assistance of the Dean of Students Office, where the necessary procedures and required documentation is explained. Students applying for Withdrawal for Medical Reasons must provide the required documentation to the Office of the Dean of Students. If the request is granted, the Dean of Students will work with the appropriate University officials to facilitate withdrawal/reduced enrollment, and if necessary, cancellation of any on-campus contracts (e.g., Housing & Residential Life and Dining Services). The Dean of Students Office will be responsible for all notifications to the student and/or their designee (per Family Educational Rights & Privacy Act/FERPA release and/or designated emergency contact).

1. The Dean of Students Office will track all Withdrawal for Medical Reasons requests, as well as store supporting documentation and notate outcomes & communications in appropriate University-approved software (e.g., Maxient).
2. The student self-initiates the process by contacting the Dean of Students Office at 864-503-5107.
  - a. If the medical situation arises prior to the end of the semester, students will be advised to explore the option of taking grades of Incomplete with their faculty members and academic advisor instead of Withdrawal. If it is determined that this is not possible, the Withdrawal for Medical Reasons will be pursued.
3. The Dean of Students Office will ask the student to sign the appropriate confidentiality releases (FERPA and Health Insurance Portability & Accountability Act/HIPAA), write a personal statement, obtain medical documentation, and will give the student the Provider Report Form to have completed by their treating medical or psychological provider. If the student does not have a treating provider, they may still continue to step 4.

- a. Due to the need for the student to sign Release forms, no one but the student may initiate the withdrawal process. Release forms may be found here ([Health Services or Counseling Services](#)).
4. The Dean of Students Office will provide the Director of Counseling or the Director of Health Services, as appropriate, with the available documentation, personal statement and Provider Report Form of the requestor. If the student does not have a Provider Report Form or documentation, the appropriate Director will assess the student's condition and possible impact upon academics. This evaluation may consist of several appointments to assess whether a student's physical or psychological condition meets the criteria for a Withdrawal for Medical Reasons. The appropriate Director may also consult with the off-campus provider, if one exists.
5. The Director of Counseling Services and/or Director of Health Services will offer their recommendation to the Dean of Students. The withdrawal determination is based on available documentation as well as the severity and onset of the condition and its impact on the student's ability to meet their responsibilities as a student.
6. The Dean of Students will consult with the student's Academic Dean and/or Department Chair prior to granting a Withdrawal for Medical Reasons.
7. Should the Withdrawal be granted, the Dean of Students or their designee will assist the student in completing either the [Request to have WF's changed to W's due to Extenuating Circumstances Form](#) or the [Post Semester \(Retroactive\) Extenuating Circumstances Withdrawal Form](#). The Dean of the academic college will then sign the appropriate form.
  - i. The Dean of the academic college may request that the student meet with their academic advisor to ensure that the student is fully aware of any potential academic impacts.
8. The Dean of Students Office will then seek the signatures of all faculty necessary to complete the form.
9. Once the Withdrawal for Medical Reasons is approved by the Academic Dean of the student's college and fully signed, the Dean of Students will notify the Registrar, who administers Withdrawal (W) grades. The Dean of Students will also notify the CARE Team, the Office of Housing & Residential Life if the student lives on-campus, the student's academic advisor and Department Chair, and other campus entities and departments as indicated.
10. The Academic Dean or their designee will notify the student's faculty members upon completion of the Withdrawal for Medical Reasons.

### **Denial of Withdrawal for Medical Reasons**

If a student is denied, they may speak with their Academic Advisor and Academic Dean and request the appropriate non-medical withdrawal. The student will then be responsible for obtaining all faculty signatures. The W will then be counted as one of two allowed course attempts.

In cases where an Withdrawal for Medical Reasons is denied, a student may file an appeal with the Vice Chancellor for Student Affairs if the student can demonstrate that a specified procedural error or errors in the interpretation of University regulations were substantial as to effectively deny the person fair consideration. Such appeals must be submitted in writing to the Office of the Vice Chancellor for Student Affairs within five (5) business days from the date of notification of the denial of Withdrawal for Medical Reasons. The decision of the Vice Chancellor for Student Affairs is final.

### **Deadlines for Requesting Withdrawal for Medical Reasons**

The final day to apply for a medical leave is within one year after the final grade is assigned. Exceptions to the one year deadline are made through a petition to the Academic Affairs Committee. The student is encouraged to

initiate the medical leave of absence as soon as possible; an earlier initiation day may secure the student a more favorable tuition refund. The student may decide to cancel the medical leave request without penalty before the form is sent to the Registrar's Office. Once the form is processed by the Registrar's Office, it cannot be revoked.

### **Cancellation of Campus Contracts and Access to Campus Services**

Cancellation of contracts for on-campus housing and dining will be reviewed on a case-by-case basis. Access to campus services such as Counseling, Health Services, Library, Campus Recreation, and similar resources may not be available upon withdrawal from all courses.

### **Disability Support Services for Students Following a Return from Withdrawal for Medical Reasons**

Disability Services facilitates equal access to the programs and activities at USC Upstate for students with documented physical, sensory, learning or psychological disabilities. Students whose medical or psychological conditions meet the criteria for accommodations are encouraged to register with Disability Services in order to have their request evaluated.

### **Academic Standards and Code of Conduct**

The granting of a Withdrawal for Medical Reasons does not in any way excuse the student from the usual academic standards and student conduct processes set forth by University policy.

### **Notification**

The University reserves the right to notify the student's designated emergency contact that Withdrawal for Medical Reasons has been requested or granted. A student's designated emergency contact may be asked to make arrangements for the safe removal of the student from the University environment.