Center for Student Academic Support

University of Tulsa
GRADUATE
MEDICAL WITHDRAWAL POLICY

The University of Tulsa supports the success of all students and is committed to helping students reach their potential within the University environment. The University recognizes, however, that some students may have personal, medical or mental health issues that challenge their ability to succeed at the University. Therefore, in addition to many academic support services, the University also offers counseling services, disability support services, student health services and referral to many other forms of support from which students may seek assistance and treatment. Students may contact the Center for Student Academic Support at any time regarding academic support services through the Center or any other offices.

The University recognizes that, in some instances, a student may decide that it is in his/her best interests to withdraw from all classes and leave campus during a semester in order to deal with personal, medical or mental health issues. Voluntary withdrawal may be arranged through the Graduate School at any time up until the end of the 12th week of classes. After that deadline, all requests for (late) voluntary withdrawal must be presented to the Center for Student Academic Support.

I. VOLUNTARY WITHDRAWAL BEFORE THE END OF THE 12TH WEEK OF THE FALL OR SPRING SEMESTER

Any student may voluntarily withdraw from the University by contacting their Graduate Program Advisor and the Graduate School and by completing an Exit Interview with the Graduate School before the end of the 12th week of classes.

A. Students who withdraw prior to the start of the 7th week of the fall or spring semester may be entitled to a partial refund of tuition calculated from the date of their official withdrawal. Please check with the Graduate School about eligibility for any refunds.

B. The Center for Student Academic Support is not involved in voluntary withdrawals before the end of the 12th week of the fall or spring semester.

II. APPLICATION FOR A LATE VOLUNTARY WITHDRAWAL DUE TO MEDICAL OR PSYCHOLOGICAL REASONS

On rare occasions a student may encounter significant medical or psychological issues after the 12th week of classes. In such situations, students may contact the Center for Student Academic Support to apply for a late medical withdrawal. Such applications must be accompanied by significant documentation from the student's physician, psychologist, or psychiatrist.

A. All Applications for a late medical withdrawal must be *completed, submitted and received* by the Center for Student Academic Support no later than the last day of classes.

B. An Application for late medical withdrawal can be approved only by the Center for Academic Support. There is no alternate method or "informal route" method for securing a medical withdrawal. Notifying one or more instructors and/or no longer attending classes are not sufficient. Students will not be eligible for a medical withdrawal if they fail to complete the appropriate forms and/or fail to provide appropriate documentation in a timely manner (within 10 business days of the request, but no later than the last day of classes).

C. The Application must be accompanied by *significant* documentation explaining (i) the *unforeseeable and extraordinary* conditions that prevented earlier submission of the request; and (ii) a completed Medical Verification Form completed by the student's physician, psychologist or psychiatrist, explaining significant medical or psychological problems that support late withdrawal.

D. Late applications will not be accepted. No medical withdrawal will be granted on a retroactive basis.

E. Documents pertaining to a medical withdrawal will be maintained by the Center for Student Academic Support in confidential student files that are protected from being accessed through educational records.

F. The Center for Student Academic Support will contact the Graduate School before a Late Voluntary Medical Withdrawal is finalized to verify that there are no special issues that should be resolved before final approval is given.

G. The Center for Student Academic Support will notify appropriate offices when a late medical withdrawal has been approved, including the Registrar, Graduate School, Student Financial Services, International Student Services, and Housing and Dining that a student has been granted a medical withdrawal. However, such notification does not relieve the student of responsibility for checking with those offices directly to ensure that any outstanding academic, financial or administrative matters have been addressed.

III. TERMS AND CONDITIONS OF A LATE MEDICAL WITHDRAWAL

Students will be notified in writing by the Director of the Center for Student Academic Support of the outcome of their Application for a medical withdrawal.

A. Grades; Entry of Withdrawal on Transcripts After being approved for a late medical withdrawal, "W" grades will be assigned to *all* classes for the semester during which the medical withdrawal was granted. Students who fail to complete the medical withdrawal process in a timely fashion, or who were not approved for a medical withdrawal, will be assigned permanent grades by their instructors pursuant to University policies. Retroactive grade changes are not permitted.

B. A late medical/psychological withdrawal does not negate the student's financial and other responsibilities to the University. Students should contact and work with the Graduate School, Business Office, Housing and Dining, Student Financial Services, the Athletic Department, and/or International Student Services regarding outstanding fees, bills, refunds charges and other issues related to their enrollment or withdrawal.

IV. APPEALS

Students who are dissatisfied with a decision of the Center for Student Academic Support regarding a request for a late medical withdrawal may file an appeal to the Office of the Provost within thirty (30) days after such decision has been made. All appeals must be in writing and should be addressed to:

Office of the Provost
Collins Hall
The University of Tulsa
800 South Tucker Drive
Tulsa, Oklahoma 74104-3189
(918) 631-2554

All appeals will be thoroughly investigated, and a written decision will be issued promptly and within a reasonable time after receipt of all documents relating to the appeal. The decision of the Provost or the Provost's designee shall be final and is not subject to further review.