



**Campus Administrative Policy**

**Policy Title: Medical Withdrawal**

Policy Number: 7039                      Functional Area: Student Affairs

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Effective: October 1, 2015  
Date Last Amended/Reviewed: October 1, 2015  
Date Scheduled for Review: July 1, 2022  
Supersedes: N/A

Approved by: Roderick Nairn  
Provost and Executive Vice Chancellor for Academic  
and Student Affairs

Prepared by: Dean of Students Office  
Reviewing Office: Provost and Executive Vice Chancellor for Academic  
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Responsible Officer: Provost and Executive Vice Chancellor for Academic  
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Applies to: CU Denver

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**A. INTRODUCTION**

The purpose of this policy is to provide medical withdrawal options for student diagnosed with either physical or psychological medical conditions that significantly impact their safety or ability to be academically successful.

**B. POLICY STATEMENT**

A student who wishes to withdraw under the Medical Withdrawal Policy must withdraw from all classes; partial withdrawals are not permitted. Additionally, international students must contact their assigned International Services Specialist to discuss visa implications associated with withdrawing. Students seeking to withdraw for non-medical reasons will need to review the withdrawal policies and procedures for their respective school or college.

There are two types of Medical Withdrawals: (1) Medical Withdrawal within the current semesters and (2) Retroactive Medical Withdrawal.

1. Medical withdrawals within the current semester apply prior to final exams taking place and grades being issued. Medical withdrawals within the current semester will not be granted after the completion of any final examinations or the posting of any grades for the current semester. A retroactive withdrawal is available once grades have been posted (see section B.1. b.3).
  - a. Exceptions will only be granted based on strong extenuating circumstances.
  - b. International students on a non-immigrant visa must consult with an assigned International Services Specialist.
2. Retroactive Medical Withdrawal for a previously concluded semester (grades have already been issued):
  - a. Retroactive Medical Withdrawals will be processed immediately upon approval.
  - b. International students may not be eligible for a retroactive withdrawal; students should consult with their International Student Specialist.
  - c. Retroactive withdrawal requests older than 6 months may not be eligible for tuition reimbursement (per the Tuition Reimbursement Policy). Exceptions may be granted based on strong extenuating circumstances.

### **C. NOTIFICATION AND REVIEW OF REQUESTS FOR MEDICAL WITHDRAWAL**

1. **Notifications**

Upon a student's initial request for a medical withdrawal, the Office of Case Management will notify the Office of Financial Aid, the International Student and Scholar Services office (when applicable), and the student's School/College designee regarding the petition to withdraw for medical reasons. Other notifications may include academic advisors and other offices when applicable.
2. **Review**

The process for reviewing the withdrawal request and supplementary documentation will take between 7-14 business days. The student will then be sent the decision in writing via their CU Denver student email account within ten business days of the decision having been made. The Office of Case Management will also notify the Financial Aid Office, the Bursar's Office, the Office of the Registrar, the International Student and Scholar Services office (when applicable), and the student's School/College designee of the approved or denied withdrawal request.
3. **Approval**

When the withdrawal is approved a notation of "W" will be entered on the permanent record for all of the courses the student is enrolled in.

  - a. Upon approval a registration hold will be placed on the student's account until the student is deemed fit to return by a licensed medical or mental health professional and reenrollment requirements for the University are met. See reenrollment requirements in section E below (Request to Re-enroll in classes).

- b. Students approved for a medical withdrawal are automatically considered for tuition reimbursement; however, tuition reimbursement is not guaranteed.
- c. For all withdrawals after the published census dates please see the Academic Calendar for the specific date in the impacted term.

#### **D. REQUEST TO REENROLL IN CLASSES/FIT TO RETURN**

When it has been determined by a licensed medical or mental health professional that the student is fit to return to the full rigors of academic work at CU Denver, the student will need to request to re-enroll in classes. If a student fails to re-enroll for coursework within 3 semesters of taking leave, the student will need to reapply for admission to the University.

1. Appropriate documentation to re-enroll for classes must be submitted online at [www.ucdenver.edu/csm](http://www.ucdenver.edu/csm) and must include a letter to the Office of Case Management briefly describing the medical condition that led to the student's withdrawal:
  - a. How the condition affected the student's academic studies
  - b. How the condition might continue to affect their academic studies
  - c. If the condition is ongoing, what sort of care and support does the student require.
2. A letter from the licensed physician, psychiatrist, psychologist or therapist treating the student stating that the student is fit to return to the University and enroll in classes.
3. Authorization for Release of Medical Information form designating the Office of Case Management as a recipient for medical information from the provider.
  - a. International students may only take leave up to one year and will need to consult with their assigned International Services Specialist.
4. Students must submit their application for reenrollment from a medical withdrawal no later than 30 days prior to the start of the semester for which they wish to return and no sooner than 90 days before the start of the semester for which they wish to return..
  - a. International students will need to consult with their assigned International Student Specialist regarding a time frame and any additional procedures for eligibility to return.

#### **E. NOTIFICATION AND REVIEW OF REQUEST TO RE-ENROLL**

1. Notifications  
Upon a student's initial request to re-enroll, the Office of Case Management will notify the Office of Financial Aid, the International Student and Scholar Services office (when applicable), and the student's School/College designee regarding the request to re-enroll. Other notifications may include academic advisors and other

offices when applicable.

2. **Review**  
The process for reviewing the request to re-enroll and all supplementary documentation will take between 7-14 business days. The student will then be sent the decision in writing via their CU Denver student email account within ten business days of the decision having been made. The Office of Case Management will notify the Financial Aid Office, the Bursar's Office, the Office of the Registrar, the International Student and Scholar Services office (when applicable), and the student's School/College designee of the approved or denied re-enrollment request. Upon approval, the hold will be lifted from the student's account.

## **Notes**

1. **Dates of official enactment and amendments:**  
October 1, 2015: Adopted by the Provost  
April 12, 2019: Formatting Updated
2. **History:**  
April 12, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's office.
3. **Initial Policy Effective Date:** October 1, 2015
4. **Cross References/Appendix:** N/A