

Medical Withdrawals Policy

Date Effective: Fall 2018
Issued By: Registrar's Office
Contact: Registrar's Office, 814-393-2229

Policy:

Students requesting a medical withdrawal should complete the semester/university withdrawal form along with the request for medical withdrawal and submit the forms and documentation to the Registrar's Office before the last day of the semester prior to final exams. Appeals to this procedure must be submitted within 30 days after the end of the semester. No Medical Withdrawals will be granted to students who have attended the entire semester and/or successfully completed any coursework for the term. The Provost Office has the authority to issue a Medical Withdrawal Refund in conjunction with the University Refund Policy based on the date of the withdrawal. <http://www.clarion.edu/tuition-and-financial-aid/billing-and-payments/refunds.html>

Because a Medical Withdrawal impacts your education, financial aid and family financial planning, we recommend that you talk openly with your family members so that they can support you and help you re-evaluate your academic and health plan.

If you are requesting to withdraw from all classes, for medical reasons, please complete these procedures:

Obtain signature on the request for medical withdrawal form from a medical doctor, M.D. or D.O., indicating that your condition makes it impossible for you to complete the academic semester. Make sure that all of requested information is included.

Submit the completed medical withdrawal form along with the semester/university withdrawal form available in the Registrar's Office or on the web at <http://www.clarion.edu/academics/registrar-office/academic-forms/index.html> to the Registrar's Office. The Registrar's Office will place an academic hold on your record before submitting the paperwork to the Office of the Provost office for final review.

If you are a resident in University housing, go to the Residence Life Office (218 Becht Hall) and notify them of your withdrawal.

If you are a recipient of financial aid, you need to contact the Financial Aid Office (116 Becht Hall) to discuss what impact your withdrawal will have on your current and future financial aid.

If you are receiving veteran's benefits or are receiving an athletic scholarship (NCAA), you must notify that office in order to avoid disruption to your aid, benefits or status.

If the Medical Withdrawal is approved, the Registrar's Office will process the withdrawal paperwork and place a "WX" on your academic transcript. A "WX" does not affect GPA or academic standing. However, "WX" will count as attempted credits towards determining your academic progress for financial aid eligibility purposes.

When you are ready to return to Clarion University:

A student must submit the request for reinstatement from medical withdrawal paperwork to return from a Medical Withdrawal to the Registrar's Office. To provide ample time for consideration, this process should be initiated by the student at least 30 calendar days prior to the start of the term the student wishes to enroll.

Obtain the signature on the reinstatement from medical withdrawal from a Physician licensed medical doctor M.D. or D.O., outside of the University, attesting to the fact that you are ready to return to the University. Make sure that all of the requested information is included.

Submit the completed form with signature(s) to the Registrar's Office. You will need to apply for readmission through the Registrar's Office. The form is available online at (<http://www.clarion.edu/academics/registrars-office/>). The Registrar's Office will process your readmission paperwork, remove your hold, and email you confirmation that the readmission has been approved.

Review the Withdrawal Reentry Plan that will be provided to you by the Registrar's Office after your readmission paperwork is processed.

Contact your advisor or department chair to discuss what classes you should enroll in once your readmission paperwork is processed.

Make housing arrangements or other arrangements related to your return back to the University.