Student Medical Withdrawal

I. Policy Section

8.0 Students

II. Policy Subsection

8.23 Student Medical Withdrawal

III. Policy Statement

Grand Rapids Community College is committed to supporting students in achieving success in their intellectual and extracurricular endeavors. When documented illness or injury prevents a student from successfully meeting the requirements of his or her course of study, it is the College’s policy to consider requests for withdrawal from the College to enable the student to regain his/her health.

IV. Reason for the Policy

It is the goal of the College to foster an environment in which each student is able to fully pursue his or her academic goals. When illness or injury prevents a student from achieving these goals, it is the intent of the College to provide a mechanism whereby the student may withdraw from his or her studies and return to them when able.

V. Entities Affected by this Policy

Students
All Grand Rapids Community College Employees

VI. Who Should Read this Policy

Students
All Grand Rapids Community College Employees

VII. Related Documents

Catalog
Student Code of Conduct
Behavioral Intervention Team Charter
Tuition Refund Policy
Tuition and Fees Refund Appeal Application

VIII. Contacts

Policy Owner: Associate Dean of Student Success and Retention Operations

IX. Definitions
X. Procedures

1. Students who seek to withdraw from the College because of illness or injury must submit a written request to the office of the Associate Dean of Student Affairs [Counseling and Advising Services] (Request for Medical Withdrawal).

2. The request must contain medical documentation from a healthcare provider explaining the nature of the medical condition, dates the medical condition occurred and an explanation of how the illness or injury affected the student’s ability to maintain his or her status as a student.

3. The Associate Dean or his/her designee will confer with appropriate campus professionals to make a determination whether the documentation supports a finding that the student was unable to maintain his/her status as a student during the semester due to the intervening medical condition or injury.

4. All requests for a medical withdrawal must be received no later than 30 days from the last day of the semester for which the withdrawal is desired.

5. Students with known medical conditions that require accommodations should register with Disability Services before the start of the semester to determine appropriate accommodations.

6. Students who are granted a withdrawal because of illness or injury will receive a ‘W’ for all courses attempted during that semester. If a student who is granted a medical withdrawal also qualifies for a refund under the provisions of the GRCC Refund Policy, classes for which refunds are issues are removed from the student’s transcript.

7. Students granted a medical withdrawal during the refund period, shall receive the appropriate refund. Refunds for withdrawals that occur after the refund period will only be considered for unusual circumstances. A student must complete the Tuition and Fees Refund Appeal Application. Refer to the Tuition and Fees Refund Appeal Application for appeal guidelines, requirements and appeal review process.

8. Students granted a medical withdrawal should discuss the impact of withdrawal on the continuation of financial aid, scholarships, or other forms of educational support with the Office of Financial Aid. Students enrolled in selective admission programs should confer with the appropriate program administrator in their academic department to determine the process for returning to the program.

9. Students who wish to appeal the outcome of their request for medical withdrawal may do so by submitting their appeal in writing to the Dean of Student Success.
and Retention Operations. The decision of the Dean of Student Success and Retention Operations is final.

XI. Forms

Request for Course Withdrawal

XII. Effective Date

November 2012

XIII. Policy History

Revised August 2013 to be consistent with Tuition and Fees Refund Policy

XIV. Next Review/Revision Date

Next Review: September 2016