

METROPOLITAN COMMUNITY COLLEGE

DISTRICT PROCEDURE

7.30050 DP

MEDICAL/DISCRETIONARY WITHDRAWAL

7.30050 DP

I. Withdrawal Request

- A. A medical/discretionary withdrawal request may be made in extraordinary cases in which serious illness, injury, or another significant personal situation prevents a student from continuing his/her classes and incompletes or other arrangements with the instructors are not possible.
- B. Usually, consideration is for a complete withdrawal. All applications for withdrawal require thorough and credible documentation; however, applications for less than a complete withdrawal must be especially well documented to justify the selective nature of the partial medical/discretionary withdrawal.
- C. A student may request and be considered for a medical/discretionary withdrawal when extraordinary circumstances, such as a serious illness or injury prevent the student from continuing classes. The medical withdrawal policy covers both physical health and mental health difficulties.
- D. A student may request and be considered for a medical/discretionary withdrawal when extraordinary personal reasons not related to the student's personal physical or mental health, such as care of a seriously ill child or spouse or immediate family member or a death in the student's immediate family, prevent the student from continuing in classes.
- E. The dean of students will review requests for medical/discretionary withdrawal. The dean will determine the appropriateness of the medical/discretionary withdrawal request and based on the documentation provided either approve or deny the request. If approved, the dean also determines the approved effective date based on the documentation provided by the student/healthcare provider.
- F. The approved effective date is used to calculate the percentage of tuition and fees that should be refunded, if any. In addition, if the medical/discretionary withdrawal request is approved, the dean must also determine if a medical administrative hold is appropriate. If a medical administrative hold is placed on the student's records, the student will be blocked from all future registration until the hold is removed by the dean. The removal of the medical administrative hold is usually only processed after the student/healthcare provider supplies documentation explaining that the student is well enough to return to the college. The student may pursue a tuition refund appeal.

II. Financial Aid

Any student receiving financial aid should consult with student financial aid to identify and understand the financial assistance/monetary implications of processing his/her withdrawal transaction.

III. International Students

Any international student with F1/J1 visa must consult with the international student's counselor to discuss the serious immigration consequences that may result from his/her withdrawal.

Approved: Chancellor
June 25, 2012