

Voluntary Medical Leave of ~~Absence~~ Withdrawal

Scope: Who is Covered by this Policy?

Undergraduate Students and Graduate Students

Policy

Statement of Policy

A student may request a ~~medical leave of absence from~~ Medical Withdrawal from the University before the end of a given semester or term if, during the course of that same semester or term, ~~he or she suffers from~~ they encounter a physical or mental condition ~~and/or suffers a~~ experience a serious injury that prevents ~~him or her~~ them from meeting the normal expectations of a student. The first time a student takes a ~~medical leave of absence~~ Medical Withdrawal, the student may elect to receive either a ~~refund~~ reversal of tuition and fees in accordance with the University's established ~~refund schedule~~ refund schedule or a Medical Tuition Credit. Subsequent ~~leaves of absence are eligible~~ Medical Withdrawals may be eligible for tuition and fee ~~refunds~~ reversal only. A Medical Tuition Credit is a credit in an amount equal to ~~that paid for~~ the tuition and general fees for the semester or term of ~~leave~~ withdrawal less any student financial assistance that must be returned to the financial aid program. A Medical Tuition Credit will be applied to the first semester or term of re-enrollment following the ~~student's medical leave of absence~~ Medical Withdrawal and must be used within three years of the end of the semester or term of withdrawal. A student is eligible for only one Medical Tuition Credit. Students are strongly urged to consult with the Office of Student Financial Assistance to determine how their ~~leave of~~

~~absence- Medical Withdrawal will affect- impact~~ their financial aid before determining whether to seek a ~~refund- reversal~~ or Medical Tuition Credit. ~~Any refund of tuition or fees due- Please note that any reversals are based on the student will be- effective date of the Medical Withdrawal~~ (determined from the last date of class attendance, regardless of the date of the onset of the condition prompting the request for the ~~leave of absence- Medical Withdrawal~~) and must fall within the University's established refund schedule. Procedures

~~Procedures-~~

~~Request~~

A request for a ~~medical leave of absence should be submitted- Medical Withdrawal is completed~~ by the student ~~in writing (not email)- going~~ to the ~~Office of the Dean of Students who will work in consultation with others (including the staff of the Student Health Service- Medical Withdrawal Website and Student Counseling Service)- filling out and submitting all required paperwork as outlined in the Procedure for Obtaining a Medical Withdrawal section.~~ Requests must be supported by a ~~licensed physician or mental health professional (including, but not limited to, a staff member of- health care provider (which may include a health care provider from~~ the Student Health or Student Counseling Service) who has assessed the student's condition.

~~All requests for a medical leave of absence should include the following:~~

- ~~1. An explanation of why the student is unable to meet the expectations of a student.~~
- ~~2. Documentation from a physician, licensed mental health professional or other appropriate health care provider (not a family member) of the nature, severity, and duration of the condition. This documentation must reflect evaluation performed during the semester or term in question and reflect the professional's judgment that the student was prevented from meeting the expectations of a student for a significant period of time during that semester or term due to the condition requested.~~
- ~~3. Authorization for Once all required paperwork has been submitted, the Office of the Dean of Students to contact the attending medical or mental health provider if, after review of the documentation provided, it is determined that more information is required.~~
- ~~4. The last day of class attendance.~~

5. ~~The student's Banner ID number.~~
6. ~~Current address and telephone number.~~
7. ~~The current date.~~
8. ~~The student's signature.~~

~~Note: Forms to request a medical leave of absence are available online through the Student Counseling Service and Student Health Service websites (Medical Leave of Absence Form).~~

~~The Office of the Dean of Students will make a decision regarding a medical leave of absence when the appropriate documentation and/or information has been provided and will notify the student in writing of the decision.~~ Medical Withdrawal request.

If granted:

1. The Office of the Dean of Students will notify in writing- (email) the University Registrar- for processing and the student.
2. The student's transcript for the semester or term will indicate "officially withdrawn, date." The specific nature of the medical or psychological reasons will not be indicated in order to protect the privacy of the student.
3. A granted ~~medical leave of absence~~ Medical Withdrawal will relieve a student of responsibility for uncompleted academic work but will not provide credit for work completed that semester or term, unless the student has completed and been assigned a passing grade in a sprint course, prior to the date of last class attendance for that semester or term. If a student has completed and received a passing grade in a sprint course in the semester or term from which the student is requesting a ~~medical leave of absence~~ Medical Withdrawal, the student must so indicate that on the ~~medical leave of absence request~~ Medical Withdrawal Student Request form and indicate a rationale for retaining it; otherwise, the course will be noted as withdrawn. (Note: A ~~medical leave of absence~~ Medical Withdrawal is "all or nothing;" it is not possible to receive a ~~medical leave of absence~~ Medical Withdrawal from individual classes while remaining enrolled in other classes. A student may petition the Interdivisional Committee of Advisors for withdrawal from single or multiple classes after the withdrawal deadline has passed [see *the Academic Calendar for specific withdrawal deadline dates*] by contacting his or her divisional advisor.) The normal policies and procedures for grades for students who withdraw during an academic semester or term, as described elsewhere in The Student Handbook, will apply to students who are placed on voluntary ~~medical leave of absence~~ Medical Withdrawal.

Re-enrollment Process

A student who desires to re-enroll after a ~~medical leave of absence- Medical Withdrawal~~ must ~~submit documentation- complete the return from Medical Withdrawal process as outlined in the Procedure for Returning from a Medical Withdrawal section on the Medical Withdrawal Website.~~ All required paperwork must be submitted to the Office of the Dean of Students prior to ~~being permitted- the deadlines stated in the Academic Calendar in order to register for attend classes- during the desired semester or term.~~ The ~~required~~ documentation must include verification ~~by a health care provider~~ that the illness or condition which led to the ~~medical leave of absence- Medical Withdrawal~~ no longer prevents the student from meeting the expectations of a student without posing a significant risk of substantial harm to property, to self, or others.

Request for Retroactive Medical ~~Leave of Absence~~Withdrawal

Circumstances

Under extraordinary circumstances, ~~a student may request a retroactive medical leave of absence for a Medical Withdrawal~~for a semester or term that has ~~already~~ been completed. ~~Such requests by a student on any Miami campus will be initially reviewed by the Medical Evaluation Committee comprised of the Director of Student Counseling Service, All requests for a Retroactive Medical Director of Student Health Service, Withdrawal must be submitted no later than one or more Student Health Service staff clinicians, one or more Student Counseling Service senior staff members, and a recommendation given to the Office of the Dean of Students. A retroactive medical leave could have a significant impact on a student's federal aid. Therefore, the student should consult with the Office of Student Financial Assistance before making such a request. The normal policies and procedures for grades for students who withdraw during an academic year (12 months) from the completion of the semester or term, as described elsewhere in the Student Handbook, will apply to student who are placed on a voluntary medical leave of absence.~~

Process

The student should ~~submit a written request to the Office of the Dean of Students for a retroactive medical leave of absence that includes:~~

- ~~1. A thorough explanation of the circumstances resulting in the student's inability to meet the expectations of a student for a significant portion of the semester or term in question.~~
- ~~2. Supporting documentation from an appropriate health care professional who was involved in assessment and/or treatment of the condition during the semester or term for for which the condition/withdrawal is claimed to have prevented the student from meeting the expectations of a student. Exceptions to this requirement may requested. Such requests by a student must be considered if initiated by the student completing and submitting all required paperwork as outlined in the *Procedure for Obtaining a Retroactive Medical Withdrawal* section of the Medical Withdrawal website. Requests must be supported by detailed documentation by medical or mental from a health care provider (which may include a health professionals who were involved in assessment and/or treatment of the condition care provider from the Student Health or Student Counseling Service) who diagnosed or treated the student's condition during the semester or term for which withdrawal is sought or within a reasonable period (e.g., a few weeks) subsequent to the semester in question of time thereafter.~~
 - ~~3. The last day of class attendance during Once the semester or term in question.~~
 - ~~4. The student's Banner ID number.~~
 - ~~5. Current address and telephone number.~~
 - ~~6. The current date.~~
 - ~~7. The student's signature.~~

~~The Medical Evaluation Committee will consider the completed request and has been submitted, the Office of the Dean of Students will make a recommendation to the Dean of Students. decision regarding a Retroactive Medical Withdrawal request. Once a decision is made, the Dean of Students will notify the student in writing (email).~~

Related Form(s)

Medical Leave of Absence Form

[Medical Withdrawal Website](#)

[Miami University Student Withdrawal Application](#)

[Medical Withdrawal Student Request Form](#)

[Medical Withdrawal Provider Report Form](#)

[Return from Medical Withdrawal Provider Reinstatement Form](#)

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Additional Resources and Procedures Websites

- *Student Counseling Service*
- *Student Health Service*
- Academic Calendar

FAQ

Not Applicable.

Policy Administration

Next Review Date

7/1/2023

Responsible Officer

- Associate Vice Presidents & Dean of Students
- Director of Student Counseling Services

Legal Authority

Not Applicable.

Compliance Policy

No

Revision History

Amended July 2019

Reference ID

- Student Handbook 4.5
- Graduate Student Handbook 2.10

Reviewing Bodies

- Administrative
- Student Life Council

Quick Links

- [Statement of Policy](#)
- [Procedures](#)
 - [Request](#)
 - [If granted:](#)
- [Re-enrollment Process](#)
- [Request for Retroactive Medical Leave of Absence](#)

- Circumstances
- Process
- Statement of Policy
- Procedures
 - Request
 - If granted:
- Re-enrollment Process
- Request for Retroactive Medical Withdrawal
 - Circumstances