

Student Services Manual (SSM)

SSM 201–09: Withdrawal from Classes for Medical/Compassionate Reasons

Effective: 8/15/1975

Revised: 7/1/2008

Purpose

To allow a student to withdraw from classes when extraordinary medical or personal difficulties make it impossible to continue classes or complete assignments

Sources

University Registrar Services

Academic Administration Advisory Council

University Senate

Policy

A student may request to be withdrawn from classes when unable to continue in classes for extraordinary medical/compassionate reasons. A medical/compassionate withdrawal typically withdraws a student from all classes for the semester.

To receive consideration for approval for medical/compassionate withdrawal from classes, a student must present proper documentation of the medical condition (usually a letter from a physician) or other personal situation (credible documentation appropriate to the circumstances). The designee of the college of the student’s major has the authority to approve or disapprove medical/compassionate withdrawal requests.

If approved for medical/compassionate withdrawal, the student may receive an appropriate fee refund, in compliance with the Arizona Board of Regents’ guidelines and as determined by the Student Accounts and Cashiering Services Office.

Note: The college’s designee may impose conditions for returning to ASU.

Procedure

Responsibility	Action
Student	<ol style="list-style-type: none"> 1. Inquire at the dean’s office of the college of the student’s major regarding the requirements for processing a medical/compassionate withdrawal and information about conditions for returning to ASU that the college may stipulate, and obtain a Request for Documented Medical/Compassionate Withdrawal form. 2. Obtain medical/compassionate documentation from the attending health care provider or other official. 3. Fill out the student portion of the form.

	4. Submit the required documentation with the form to the designee of the college of the student's major for medical/compassionate withdrawals.
College designee for medical/compassionate withdrawals	5. Review the student's request. 6. Approve or disapprove the medical/compassionate withdrawal request.
	If the medical/compassionate withdrawal is approved:
	7. Retain the original Request for Documented Medical/Compassionate Withdrawal form and all original documentation for five years. 8. Send a copy of the Request for Documented Medical/Compassionate Withdrawal form to University Registrar Services indicating the designee's approval of the medical/compassionate withdrawal and specifying the effective date of withdrawal. 9. Send a copy of the approved Request for Documented Medical/Compassionate Withdrawal form and copies of all documentation to Student Accounts and Cashiering Services Office. 10. Notify the student of the decision.
Student Accounts and Cashiering Services Office	11. Determine and initiate an appropriate refund of tuition and fees paid by the student.
University Registrar Services	12. Process the Request for Documented Medical/Compassionate Withdrawal form, noting "Medical Withdrawal" or "Compassionate Withdrawal" and the effective date on the OASIS system.
	If the medical/compassionate withdrawal is denied:
College designee for medical/compassionate withdrawals	13. Notify student of the decision.
Student	14. Consult with either the designee or your academic advisor to determine your options.

Cross-Reference

For related information, see:

1. [SSM 104-05](#), "Involuntary Withdrawal from the University in Special Circumstances"
and
2. [SSM 202-01](#), "Readmission of Undergraduate Students."

For general information about withdrawing from classes or the university, see [SSM 201-08](#), "Withdrawal from Classes—General Policy."