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Medical Withdrawal Checklist

This checklist serves as a guide for students who are requesting to take a medical
withdrawal for physical or behavioral health reasons. It contains information to assist in
navigating the process and outlining other areas students may need to contact prior to
leaving campus. We understand that students who need to request a medical withdrawal
may not be able to communicate directly, and welcome communication from a designee to
assist with the process. Questions about this checklist should be directed to the Office of
Student Advocacy and Support.

Initial Steps: Request Process/Procedure

 Contact the Office of Student Advocacy and Support to discuss medical
withdrawal process and complete any necessary paperwork.
 Schedule appointment in Dr. Bob Smith Health Center for an evaluation of the
medical withdrawal request.
 Sign appropriate release to the Caring Community Connections (CCC) team
from the Dr. Bob Smith Health Center
 Dr. Bob Smith Health Center will provide summary of evaluation to CCC team
and decision will be communicated to student
 If medical withdrawal is granted, a hold will be placed on your account and
cannot be removed until appropriate conditions for return are satisfied and a
request to return is made
**Note that you will receive all Ws for the term in which you are taking a
medical withdrawal and that if you have already enrolled in future terms,
that enrollment will be canceled.