

## EMERGENCY / MEDICAL WITHDRAWAL POLICY (Student-Initiated)

### PURPOSE:

Cardinal Stritch University is committed to the academic success and personal growth of its students. There may be times when students experience life situations, medical conditions, or psychological conditions that significantly impair their ability to function successfully or safely in their roles as students. In such situations, time away from the college, used for treatment and recovery, can often restore health and personal wellness to a level that will enable the student to return to the University with the best opportunity for success.

The Emergency Withdrawal Policy provides an opportunity for a student to request time away from CSU for treatment and recovery in hopes of enabling the student to return to CSU with the best opportunity for future success without negatively affecting his/her GPA.

### POLICY:

1. An emergency withdrawal withdraws students from **all classes** and the residence hall (if appropriate). It is a withdrawal from Cardinal Stritch University.  
*\*Withdrawal from an individual course before the last day of class but after the last date to withdraw as listed in the current catalog without academic penalty and before grades are awarded must be authorized by the Dean of the College and the Vice President for Student Affairs*
2. A student's proxy (i.e. parent, guardian, spouse) may request the withdrawal on behalf of the student if the student is unable to request it him or herself.
3. Emergency withdrawals are approved on a case-by-case basis and may be granted when:
  - A physical, mental, financial, or personal issue develops after the last day to withdraw without penalty and is severe enough to keep a student from attending classes and/or successfully completing academic requirements.
  - A physical, mental, financial, or personal issue develops before the last day to withdraw without penalty, but is not remedied as expected. In this case, students must document that they had been seeking a solution and/or care before the last date to withdraw without penalty; that it was expected that the student would be able to finish the session successfully, but that the expected positive outcome did not occur because reasons out of the control of the student (i.e., not because the student did not follow medical advice, etc.).
4. A student is allowed one Emergency Withdrawal per degree during his/her time of study at Cardinal Stritch University. The need for additional emergency withdrawals will be reviewed on a case-by-case basis.

## **STUDENT RESPONSIBILITIES:**

In this process, the student is required to:

1. Read the Emergency Withdrawal Policy and understand the process for obtaining approval and for returning as a student.
2. Meet with the following individuals/departments to discuss any ramifications of an emergency withdrawal on your educational plan: advising/advisor and academic department chair (when applicable)
3. Check your health insurance carrier so you can make an informed decision about whether to request an emergency withdrawal. Some health care coverage is dependent on enrollment.
4. Complete the Emergency Withdrawal Form (found on the Student homepage in My Stritch) and send to the Director of Student Support within 30 days after the last date of attendance or by the last day of the term/course (in a non-term program). Additionally, supporting documentation from your health care provider must be provided and include the following:
  - **Medical:** Written documentation from your health care provider(s) should be on clinic letterhead, describe the diagnosed medical or psychological condition, and indicate when treatment commenced. It should also explain how the condition prevents you from attending classes and completing the semester. If able, the health care provider(s) should address potential health/clinical consequences if a medical withdrawal is not granted. To ensure confidentiality, the health care provider(s) may use a Release of Information form.
  - **Personal:** (e.g., death in the family, family crisis, etc.): All family emergencies required official and/or notarized forms, documents, or correspondence from a state agency, governmental entity, or reputable business. For example, death of a close family relative requires a death certificate and/or obituary with the name/date of the publication.
  - **Financial:** (e.g., loss of sole-supporting job, head of household challenges, mandatory job changes): Financial emergencies require the students' employer or supervisor to document the mandatory change(s), the date of the change(s), and the organizational representative who can verify the circumstance of the job change(s), preferably a human resource professional.

## **PROCEDURES:**

1. A student (or proxy) will complete the Emergency Withdrawal Form and send it, along with supporting documentation to the Director of Student Support.
2. The documentation will be reviewed by the Emergency Withdrawal Committee composed of the Director of Student Support, Associate Director of the Wellness Center, and representatives of the Business Office, Enrollment Services, and Financial Aid.
3. Following the granting of an Emergency Withdrawal:
  - The Director of Student Support will send written authorization of the Emergency Withdrawal to the Registrar, Business Office, Financial Aid Office, Student Life, and Academic and Advising.
  - The Director of Student Support will notify the student of the emergency withdrawal approval and outline the student's financial obligations (A medical withdrawal does not dismiss students from their financial obligations with the University).
  - The Director of Student Support will place an emergency withdrawal hold on the student's account.
4. If a request is denied, the Director of Student Support will send an official denial letter informing the student that he or she may appeal the decision to the Vice President for Student Affairs. In order to appeal, the student must submit in writing the basis for the appeal and provide evidence to support the reason for the appeal.
5. If applicable, students will be required to move out of University housing within 24 hours (unless special arrangements are made with the Dean of Students).

## **RE-ENROLLMENT:**

1. Re-admittance to the University will require the authorization of the Director of Student Support.
2. The student will need to present compelling evidence that the condition or emergency that precipitated the need for an emergency withdrawal has been sufficiently treated or remedied and a plan for continuing good health and/or success is in place to support the student's transition back to Cardinal Stritch while ensuring the safety of the student and the University community.
3. The student must submit a letter requesting reinstatement. The letter with a personal written statement and supporting documentation must be submitted 15 days prior to the beginning of the semester/course (accelerated programs only). (Course registration will not be possible until documentation is received and re-enrollment is granted.) Include the following:
  - What has the student been doing during time away from Cardinal Stritch?
  - What has changed for the student that will assist her/him to be successful?

- What support systems has the student developed in order to be successful?
4. Supporting documentation verifying the emergency has been remedied or the condition has been treated and a plan for continued good health is in place to support the student's transition back to Cardinal Stritch should be included. For medical withdrawals, documentation must come from the student's health care provider.
  5. The student is encouraged to follow up with the Wellness Center upon return to Cardinal Stritch University for assistance in creating and implementing a plan to ensure future academic success and personal wellness.
  6. The Director of Student Support will contact the Advisor and/or the Academic Department Chair when a student is granted re-enrollment. The Advisor/Chair may request a meeting with the Director of Student Support to create and implement a plan to ensure student success in their particular academic program.