

## Resolution to Support a Revision to the Wayne State Medical Withdrawal Policy

**WHEREAS** Wayne State University is committed to providing a supportive and inclusive environment that fosters the educational growth of our diverse student body and recognizes that students may face physical and/or mental health challenges that impact their ability to pursue their studies, the attached revisions to the Medical Withdrawal Policy are intended to ensure that every student's well-being is a top priority while upholding our mission to deliver quality education; and

**WHEREAS** students may encounter medical conditions that necessitate temporary withdrawal from some or all of their academic pursuits, it is important to establish reasonable timeframes, procedures and steps to facilitate a student's medical withdrawal; and

**WHEREAS** medical reasons for withdrawal merit a 100% tuition refund with no withdrawal grade showing on the transcript for students whose last day of attendance in a semester is on or before the declared Study Day, as noted on the University Academic Calendar; and

**WHEREAS** the Academic Senate Student Affairs Committee, Curriculum and Instruction Committee, and Policy Committee support adoption of the new Medical Withdrawal Policy;

**THEREFORE, BE IT RESOLVED** that the Academic Senate of Wayne State University supports the rationales for and specifics of the revision to the Medical Withdrawal Policy set forth in the attached documents.

## Attachment A: Redline of the Current Medical Withdrawal Policy compared to the New Medical Withdrawal Policy

### 1. Registrar Statement of Policy on Tuition Refunds

STATEMENT OF FALL 2023 TUITION AND FEE REGULATIONS (with proposed changes shown in red)

[https://wayne.edu/registrar/pdf-tuition/tuitionfee\\_regulations\\_2023.pdf](https://wayne.edu/registrar/pdf-tuition/tuitionfee_regulations_2023.pdf)

**8.2** The University Registrar is authorized to make adjustments in the application of the policies stated in this section when unusual circumstances warrant. Examples of circumstances which may warrant special consideration include: serious illness or death of the student or someone closely related, or mis-advisement by a University representative. Tuition cannot be cancelled for reasons such as changes in work schedule or other employment demands, claims of lack of information, insufficient funds, unawareness of the difference between tuition and student financial aid, undocumented reasons, or for reasons that are within the control of the student. Non-attendance, except for situations falling under the University non-attendance policy (below), is not in and of itself a reason for tuition and fee cancellation. Students (or an authorized representative in the case of death or serious illness) must submit their applications and supporting documentation to the Office of the Registrar. A medical withdrawal is a complete withdrawal from ~~all~~ any courses, supported by medical reports from the attending physician. Requests for exceptions to tuition and fee policies must be submitted within approximately two months of the end of the term, as follows: —

Fall Term – ~~March 1~~ 60 days

Winter Term – ~~July 1~~ 60 days

Spring/Summer Term – ~~November 1~~ 60 days

Deadlines falling on weekends will be extended to the next business day.

**8.5** University policy allows for a Request for Medical Withdrawal. A medical withdrawal is a complete withdrawal from ~~all~~ any courses. For approved requests, the University Medical Withdrawal Policy will grant 100% tuition and fee cancellation if a student stops attending ~~ALL~~ any classes at any point in the term on or before Study Day. ~~before the end of the 10th week of the scheduled class meeting period in a full fall/winter term.~~ Medical documentation will need to confirm that medical attention was provided during this time period. ~~For medical withdrawals occurring during the 11th or 12th week, tuition cancellation will be granted at the rate of 60%. There is no tuition cancellation after the twelfth week of the term. These periods are adjusted proportionally.~~ The deadline will be one week prior to ~~the end of the course~~ for courses that do not run the full term. While a request is under review tuition payments should be made as scheduled.

## 2. Board of Governors Policy on Withdrawal (revisions to be made in accordance with the revised policy in red)

2.34.07.190	Withdrawal Policy
	The Withdrawal Policy is revised as it applies to both undergraduate and graduate grading and is further revised as it applies to Medical Withdrawals.
2.34.07.200	
	The mark of "W" is given when a student voluntarily withdraws from a class during the official withdrawal period for that class as denoted on the Schedule of Classes, except no mark of "W" will appear on the student's transcript when a student withdraws under the University's Medical Withdrawal policy. Students will initiate their own withdrawals, except in the case of Medical Withdrawals when students are unable to do so.
2.34.07.230	
	The official date of withdrawal will be noted in each case.
2.34.07.250	
	Grades of W are not used in calculations of grade point averages.

## Legislative History

Adopted 8-0; Official Proceedings (30 November 2005); Prior Acts OP 28:3910; Revised (02 February 2018); Revised (29 April 2022); *proposed to be Revised (07 December 2023)*

## **Attachment B: Provost's Office Description of the New Medical Withdrawal Policy**

A Medical Withdrawal provides for a 100% tuition refund and no withdrawal grade on transcripts for students whose last day of attendance in a semester is on or before Study Day, as noted on the University Academic Calendar. Other Exceptions to the Enrollment Policy ([linked here](#)) such as family emergencies, will follow the same deadlines and review process as medical withdrawals.

### **I. Eligibility:**

1. Students facing significant health and medical issues that prevent them from engaging in coursework may be eligible for a medical withdrawal.
2. The condition must be documented by a licensed healthcare professional during the semester that the medical withdrawal is being requested. All documentation shall be provided with the medical withdrawal request form.

### **II. Application Process:**

1. Students shall complete the standard withdrawal process. Once the standard withdrawal process is completed, students must file a request for a medical withdrawal.
2. If a student cannot complete the standard withdrawal process as it is past the withdrawal deadline (week 10), but becomes ill before the Study Day deadline, the student must file a medical withdrawal request.
3. Students may request a partial medical withdrawal for any number of their current semester courses. Requests must include documentation and/or explanation as to why the condition only impacted success for some courses but not all.
4. Medical documentation relevant to the reason for the medical withdrawal request must be submitted. The Medical Withdrawal Committee reserves the right to request additional documentation from the student when necessary to adequately evaluate the request.
5. The deadline for medical withdrawal requests shall be the Study Day posted on the Academic and Registration calendar for that semester. For courses that do not run a full term, the deadline to submit a medical withdrawal is one week prior to the end of the course.
6. If a student is incapacitated and cannot apply by the Study Day deadline, an additional 60 days to submit a medical withdrawal application is allowed with appropriate documentation.
7. Students may be eligible for a retroactive withdrawal from a semester after the semester is over. This process allows a student to withdraw from courses on a case-by-case basis. To be eligible for a retroactive withdrawal, a student must have experienced: a serious injury, illness or permanent disability and diagnosed after the semester for which the withdrawal is requested. The Medical Withdrawal Committee will review requests for retroactive withdrawal using professional judgement. Students should be aware that a retroactive withdrawal may retroactively impact Satisfactory Academic Progress.
8. Repeated requests for a medical withdrawal may result in a referral to other campus resources.

### **III. Review Process:**

1. The Medical Withdrawal Committee will review the request and documentation.
2. The Committee will make a decision regarding the withdrawal request and will inform the student of the decision in writing within 30 days of submission of a complete request.
3. The Medical Withdrawal Committee shall be comprised of a representative from Counseling and Psychological Services (CAPS), an appointee of the Chief Health and Wellness Officer, a representative from the Office of the Registrar, and a faculty member appointed by the Academic Senate Policy Committee from a health-related discipline, preferably with clinical experience, for a 2-year term. All members of the committee, unless there is a professional or personal conflict of interest, will recommend a course of action on each case.

4. All approvals for a medical withdrawal will be forwarded to the Office of Student Financial Aid by the Medical Withdrawal Committee.

**IV. Tuition Refund and Grade Removal:**

1. If a student's request for medical withdrawal is granted, 100% tuition refund is given.
2. The grade is removed from the transcript for any course where a medical withdrawal is granted.
3. Federal regulations require the review of all attempted coursework when determining student eligibility for continuing financial aid and the medical withdrawal may have an impact on financial aid.

**V. Confidentiality:**

1. All medical information will be treated with utmost confidentiality.

**VI. Appeals:**

1. Any student dissatisfied with the outcome of the medical withdrawal request process may appeal the decision to the Office of the Provost [Click here for appeal information](#).

**VII. Compliance with Federal Laws:**

1. This policy is designed to comply with relevant federal laws, including the Americans with Disabilities Act (ADA).
2. This policy complies with federal regulations for purposes of determining a student's satisfactory academic progress status, a requirement to receive federal, state and most WSU financial aid funding. All attempted coursework must be considered when determining student eligibility and satisfactory academic progress status.

This policy is subject to periodic review and revision to align with our mission and evolving best practices.

*Intended Effective Date: Fall 2024*