

# MEDICAL WITHDRAWAL

## UW SYSTEM ADMINISTRATIVE POLICY 807

A medical withdrawal is granted in instances where a student is faced with a serious or unexpected condition that completely precludes the student from being able to function as a student and in which the regular university withdrawal process is not appropriate. The medical withdrawal is to be used after the 100% refund period, as indicated in UW System Administrative Policy 805, Tuition and Fee Policies for Credit Instruction.

A request may be granted to students who experience a serious or unexpected physical or behavioral health condition; who may need to provide care to an immediate family member who is experiencing a serious or unexpected physical or behavioral health condition; or who have experienced the death of an immediate family member. Approval will be granted on a case-by-case basis.

In the case of pre-existing, recurring, or chronic health conditions, documentation must show that the recurrence or worsening of the condition(s) began after initiation of the term for which the withdrawal is requested.

Students seeking a medical withdrawal should follow the regular procedure to withdraw from the term. Late or retroactive withdrawals require a letter of appeal and supporting documentation for review by the Academic Review and Policy Team. For exceptions to the tuition refund schedule under the medical withdrawal policy, students should complete the medical withdrawal appeal form at <https://go.uwplatt.edu/medicalwithdrawal> (<https://go.uwplatt.edu/medicalwithdrawal/>). Documentation must include a supporting letter from a licensed healthcare provider or healthcare records that correlate with and substantiate the request for the term of medical withdrawal. In the case of death of an immediate family member, an obituary or other official record of death may be requested as documentation.

Whenever possible, requests for medical withdrawal should occur during the term in which the medical condition arose. Students may apply for a retroactive medical withdrawal up to one year after the end of the term in question. For applications submitted after the end of the term, transcript adjustments may be the only possible remedy; tuition adjustments may not be possible.

Any questions about the medical withdrawal procedures may be directed to the Dean of Students Office at 608.342.1854 or [deanofstudents@uwplatt.edu](mailto:deanofstudents@uwplatt.edu).

## DEFINITIONS

**Immediate Family Member:** A parent, guardian, sibling, spouse, child or other member of the student's household.

**Tuition:** Includes both academic student fees and nonresident tuition. In the State of Wisconsin statutes, the term "academic student fees" generally applies to resident instructional fees paid by all students, and the term "tuition" applies to the additional amount paid by nonresidents.

## MEDICAL WITHDRAWAL REFUND SCHEDULE

### FALL AND SPRING FULL SEMESTER COURSES

0-2 weeks	100%
3-4 weeks	70-90%
5-8 weeks	50-70%
9-12 weeks	20-50%
13 weeks or more	10-30%

### WINTERIM, SUMMER AND OTHER NON-STANDARD LENGTH COURSES

First week	100%
Second week	70-90%
3-4 weeks	50-70%
5 weeks or more	10-50%

## RETURNING TO THE UNIVERSITY

If a student is discontinued following a medical withdrawal, an application for readmission is required. Applications may be completed online at <https://apply.wisconsin.edu>. Students are encouraged to review the campus resources available which can provide assistance. <https://catalog.uwplatt.edu/undergraduate/campus-resources/enrollment-student-success>

For further information, contact the Registrar at [registrar@uwplatt.edu](mailto:registrar@uwplatt.edu) or call 608.342.1321.