Medical Withdrawal Process
Idaho State University

All medical withdrawal requests are routed through the Dean of Students Office.

1. Student meets with Dean of Students staff member via phone, email or in person, at which time the process is explained. The student and staff member converse with Academic Advising and Financial Aid to ensure student is aware what to expect academically and financially from the withdrawal.

2. Student completes:
   - application for a medical withdrawal
   - late withdrawal petition (if past the deadline to withdraw)
   - writes a short statement about their current circumstances and why they are seeking this withdrawal
   - tuition reimbursement form

3. If student does not have medical documentation they take the Medical Provider form to their doctor which is faxed directly to ISU health center (fax: 208-282-4036).

4. If student has medical documentation, Dean of Students staff submits the application, student statement and medical documentation to the health center via secure email. (Late withdrawal and tuition forms are held in the Dean of Students Office.)

5. The Medical Withdrawal Spreadsheet is updated with student’s name, Bengal ID, and semester on a secure document to track the application through the process.

6. Health Center will update the spreadsheet and send a secure email to Dean of Students Office and Academic Affairs/Graduate School when the application is preliminarily approved or denied by the Director of the Student Health Center.
   a) As a condition of receiving a medical withdrawal, a student may be required to seek the permission of the Medical Director of the University Health Center to be re-enrolled or re-admitted to the University. Such requirements are instituted to confirm (1) that the student’s medical condition has been treated adequately, (2) that the student does not present a risk to others, and (3) that necessary accommodations have been prepared to support the student while enrolled.

7. If the withdrawal date is after the deadline, Dean of Students Office sends the late withdrawal petition to Academic Affairs (undergraduate) or Graduate School (graduate).

8. The spreadsheet is updated to show the application is with Academic Affairs/Graduate School.

9. Dean of Students Office updates the student on the progress of their application.

10. Academic Affairs/Graduate School receives the academic petition, with student signature only (medical documentation not attached).
    a) Receive the secure email sent from Student Health Center with preliminary recommendation on medical withdrawal that includes date of onset of condition.
b) Review student's academic record, specifically date of last attendance, midterm grades, etc., and contact Associate Registrar if more information is needed. Call Student Health Center for further clarification if academic and medical records don't align.

11. Academic Affairs/Graduate School sends Dean of Students Office and Student Health Center notice of ruling on academic petition via secure email.

12. Academic Affairs/Graduate School submits academic petition to Registrar's Office.

13. Health Center sends out the final medical withdrawal approval letter to the student, Academic Affairs, Vice President of Student Affairs, Finance and Administration, Financial Aid Office, Registrar, and student's Dean of College.

14. Dean of Students Office then sends student's tuition reimbursement form to Finance and Administration along with a copy of the medical withdrawal approval. No medical documentation will be sent.

15. The student may appeal to the Vice President for Student Affairs if the medical withdrawal was denied or if the student is granted a medical withdrawal but subsequently denied an opportunity to re-enroll. A letter from the student explaining their circumstances must be submitted to the Office of Student Affairs within 10 school days of receiving notice that they will not be permitted to re-enroll.