



Voluntary Medical Withdrawal Overview

Definition of Medical Withdrawal

When a student's medical status is not compatible with the obligations of enrollment as a student, the student may be eligible for a Medical Withdrawal. Medical Withdrawal may be initiated by the student (Voluntary Medical Withdrawal) or the University (Involuntary Medical Withdrawal).¹ Medical Withdrawal entails withdrawal from all courses. In some circumstances, it may be appropriate for a student to withdraw from some courses but to remain registered as a student in at least one course; such a circumstance is not a medical withdrawal, although medical documentation may be required if the request to withdraw from some classes occurs after the term's withdrawal deadline.

Medical Withdrawal vs. Withdrawal from All Classes

A student may initiate a Withdrawal from All Classes (withdrawal from the university) for any reason and without any additional documentation through the tenth week of a sixteen-week semester or the equivalent point in a five-week or eight-week term. See the University's Academic Calendar for withdrawal deadlines. A Voluntary Medical Withdrawal may be requested anytime within the term for which it applies.

When a student withdraws from the University (either Medical Withdrawal or Withdrawal from All Classes), the student may be eligible for a partial refund of tuition according to the University's Tuition Refund Schedule. After the end of the fifth week, the student is not eligible for any tuition refund, regardless of whether the withdrawal is a Medical Withdrawal. A student's withdrawal may require the University to refund student loans to the lender, potentially changing the student's financial obligation to the University; the student's particular situation can be explained by the Office of Scholarships and Financial Aid.

Students who receive Financial Aid or a Scholarship from the University are counted as using one semester of that support for the semester during which the student withdraws. After a Medical Withdrawal (but not after a Withdrawal from All Classes), a student who returns to Nebraska Wesleyan University and continues toward graduation is eligible for an additional semester of University scholarship or financial aid, if needed, provided the student continues to meet all of the academic or financial criteria for the student's particular aid package.

¹ The University may initiate the Involuntary Medical Withdrawal when it is determined that the student presents a threat to any member(s) of the university community. The Involuntary Medical Withdrawal procedure and policies are available in the Office of Student Life.

Steps to Initiate a Voluntary Medical Withdrawal

When, after consultation with university representatives and medical professionals, a student decides to pursue a Voluntary Medical Withdrawal, the student must complete these steps:

- 1) Pick up or download the Voluntary Medical Withdrawal Information Packet (available from the Academic Affairs Office or online);
- 2) Request the necessary supporting documentation from a licensed medical professional. See the “Medical Withdrawal Guidelines for Medical Professionals” documentation within the Voluntary Medical Withdrawal Information Packet.
- 3) Contact the Academic Affairs Office to coordinate a meeting between the student, the Dean of Undergraduate Programs, and representatives of other offices as relevant (e.g., the Office of Scholarships and Financial Aid; the Business Office; the Office of Residential Education).
- 4) Submit the application for Voluntary Medical Withdrawal and all documentation before the end of the term for which the Voluntary Medical Withdrawal is requested.

Steps to Return from Medical Withdrawal

When, after consultation with university representatives and medical professionals, the student wishes to return from a Medical Withdrawal (either Voluntary or Involuntary), the student must complete these steps:

- 1) Pick up or download the Voluntary Medical Withdrawal Information Packet (available from the Academic Affairs Office or online) if needed;
- 2) Request the necessary supporting documentation from a licensed medical professional who has been treating the student. See the “Medical Withdrawal Guidelines for Medical Professionals” documentation within the Voluntary Medical Withdrawal Information Packet.
- 3) Contact the Academic Affairs Office to coordinate a meeting between the student, the Dean of Undergraduate Programs and representatives of other offices as relevant (e.g., the Office of Scholarships and Financial Aid; the Business Office; the Office of Residential Education, the student’s academic advisor).
- 4) Submit the application for Return from Medical Withdrawal and all documentation to the Academic Affairs Office.

The approval and re-registration process can take several days. Students should plan to have all documentation submitted at least a week prior to the start of the term for which the student wishes to register. The student may not register for classes until the return from medical withdrawal is approved. Class availability is limited near the start of each term; submitting the application to return as early as possible will allow the student greater flexibility in selecting and registering for classes.