



MISSION: Minnesota State Community and Technical College specializes in affordable and exceptional education, service, and workforce training. We welcome all students and engage them in shaping their futures and their communities.

VISION: A success story for every student. **VALUES:** Integrity. Inclusion. Innovation.

Procedure Title: **Medical Withdrawal Procedure**

Procedure Steward: **Chief Student Affairs Officer**

Category: **Student Policies**

Effective Date: **March 10, 2020**

Purpose Statement:

To provide consistent guidance for students who experience an extended absence due to a medical reason(s) for as long as the student's doctor deems the absence medically necessary, or for those students who are a caregiver to a close family member (i.e. child, spouse, parent, grandparent) with a significant medical issue, where that extended absence affects the student's attendance at or progress in their higher education training or studies.

Associated M State and Minnesota State System Policies and Procedures:

Minnesota State Community and Technical College State Tuition and Fees Policy

Minnesota State system Board Policy Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers

Definitions:

None

Procedure:

1. Student requests consideration for their withdrawal to be classified as a medical withdrawal by submitting an [Academic and Student Services Appeal – Level 1](#).

1.1 Consideration for a medical withdraw must be requested through the appeal process, within one semester from the end of the term in which the absence occurred.

1.2 The appeal is located on the College website forms page under "Records Office Forms".

1.3 The appeal must be completed electronically. Supporting documentation should be attached or submitted to Student Services. Documentation should be current and relevant to the request.

1.4 If the student lived in on-campus housing (Fergus Falls), a refund for housing costs may be available for students who experience an extended absence due to a medical reason(s). The housing refund is applicable to paid room and fees attributable to the time period during which the student was absent from the college and did not use the facilities or services for which the amounts were paid. Any refund of room and fees is subject to the requirements of the state or federal financial aid programs of origination.

Refunds for board (meal/food) charges associated with housing are reviewed individually, and if eligible for a refund, the refund is pro-rated based on the amount of the meal plan that was used.

2. The appeal is routed by the registrar's office to the College Appeal Committee.

3. The College Appeal Committee will review the appeal, supporting documentation, and college records to determine if the appeal will be granted or not.

3.1 If additional information is required, a member of the College Appeal Committee will reach out to the student via email, telephone or both to provide information on what is being requested. This is to ensure the College Appeal Committee has all the necessary documentation when reviewing the appeal.

3.2 If the student lived in on-campus housing (Fergus Falls), a refund for housing costs may be available for students who experience an extended absence due to a medical reason(s). The housing refund is applicable to paid room and fees attributable to the time period during which the student was absent from the college and did not use the facilities or services for which the amounts were paid. Any refund of room and fees is subject to the requirements of the state or federal financial aid programs of origination.

If the student has board (meal/food) charges associated with housing, the committee will review for eligibility of a refund.

4. The College Appeals Committee will research how each of the options below might affect the student and work with the individual to determine the best option for the student if the request meets the applicability requirements for consideration under the Medical Withdraw procedure:

4.1 Option 1. Withdraw and refund

The student may withdraw from one or more courses for which tuition and fees have been paid and be given a full refund of tuition and fees. In such a case, the student may either receive a retroactive drop from the courses or "W" (Withdrawal) grades with an approved tuition waiver. The student's grade point average must not be altered or affected in any manner because of action under this item. Any refunds are subject to the requirements of the state or federal financial aid programs of origination.

Students receiving financial aid who choose this option must be informed that they may be liable for any required refunds of state or federal financial aid funds.

4.2 Option 2. Delay completion

The student may be given a grade of incomplete in a course and complete it upon sufficient medical recovery. Course completion may be accomplished by independent study or by extension of the incomplete period.

4.3 Option 3. Complete the course

The student may continue and complete the course for full credit. Class sessions missed by the student due to the medical reason(s) must be counted as excused absences and cannot be used to adversely impact the student's grade or standing in the class. However, any student who selects this option is not automatically excused from completing assignments due during the time period when the student is absent due the medical reason(s).

A passing grade may be awarded if, in the opinion of the faculty member teaching the course, the student has completed sufficient work and has demonstrated sufficient progress toward meeting course requirements to justify the grade.

5. Once a decision has been determined, the student will receive a written communication, sent to the email address supplied on the appeal form, from a member of the College Appeal Committee. If the request is granted and a withdraw is performed, the student's transcript will reflect this with a letter grade of "W" associated with the course(s) referenced in the appeal.

6. Students who choose to withdraw must be readmitted and reenrolled as students at the college, without penalty or redetermination of admission eligibility, within two years following the documented withdrawal due to a medical reason(s). Where possible, the student will be able to maintain their most recent catalog year for declared major(s).

Responsibility:

Student

The student is responsible to submit the appeal and provide supporting documentation both initially and upon request of the College Appeal Committee. If the student has questions or needs assistance, please reach out to Student Services.

College Appeal Committee

The College Appeal Committee will review the appeal, supporting documentation, and college records to determine if the appeal will be granted or not. If additional information is required, a member of the College Appeal Committee will reach out to the student via email, telephone or both to provide information on what is being requested. The College Appeals Committee will research how each of the options might affect the student and work with the individual to determine the best option for the student if the request meets the applicability requirements for consideration under the Medical Withdraw procedure.

A designated member of the College Appeal Committee will send a response, to the student at the email address supplied on the appeal form.

Procedure Author: Shawn Anderson, Dean of Student Affairs