

## Medical Compassionate Withdrawal Guidelines

A medical or compassionate withdrawal request may be made in extraordinary cases in which serious illness or injury (medical) or another significant personal situation (compassionate) prevents a student from continuing his or her classes, and incompletes or other arrangements with the instructors are not possible.

All applications for withdrawal require *thorough and credible documentation*. Usually, consideration is for a complete withdrawal. Applications for less than a complete withdrawal must be especially well documented to justify the selective nature of the partial medical/compassionate withdrawal.

The medical and compassionate withdrawal process is primarily focused on the student's *academic record* as it relates to the student's health and wellness. In some cases, partial tuition adjustments or nonrefundable credits may also be granted through the medical and compassionate withdrawal process, however, this will depend on each individual student's circumstances and is only an option if approved within two years of the end of the semester.

The College of Health Solutions' withdrawal designee cannot provide information about financial repercussions of pursuing a medical or compassionate withdrawal. The medical designee cannot answer questions about how a withdrawal would affect a student's financial aid, nor do we consider the financial implications as relevant for this withdrawal process. If you have any questions regarding the impact on your financial aid please contact them at 855-278-5080 or message them on your My ASU Help tab.

Students utilizing VA benefits should consult with the Pat Tillman Veteran's Center ([PTVC@asu.edu](mailto:PTVC@asu.edu)) prior to applying for a medical or compassionate withdrawal.

A medical or compassionate withdrawal request may be submitted by students in the College of Health Solutions using the following process.

- Step 1. Read the information about medical or compassionate withdrawals at: <https://students.asu.edu/forms/medical-compassionate-withdrawal-request>. If your situation meets the criteria for either a medical or compassionate withdrawal, proceed to step 2.
- Step 2. Download and completely fill out the medical/compassionate withdrawal request form (located at the bottom of the webpage).
- *List each course you want considered for the withdrawal*
  - *Partial medical or compassionate withdrawals are rarely approved*
  - *If you are requesting withdrawals from multiple semesters, a separate form must be provided for each semester. In most cases, we will NOT approve a medical or compassionate withdrawal for multiple semesters for the same issue.*

Step 3. Compose a detailed letter stating why you are asking for the medical or compassionate withdrawal. This information is confidential, but it must include the relevant timeline for your illness (medical withdrawal) or the events related to your child, spouse, or immediate family member(s) (compassionate withdrawal).

**Required documentation (incomplete requests will not be processed):**

- Completed Form
- Personal Statement
  - If you have applied for a partial medical/compassionate withdrawal, the letter must address why you are not asking to be withdrawn from all classes for that semester.
- Supporting documentation
  - For Medical Withdrawals - letter on official letterhead from your healthcare provider. The letter should include the following information:
    - Date of onset of the illness
    - Dates of medical care
    - General nature of your medical condition
    - How/why it prevented completion of your coursework
    - Date of your anticipated return to school
    - Last date you were able to attend class
  - For Compassionate Withdrawals - accepted verification for compassionate withdrawals include:
    - hospital records
    - legal papers
    - airline tickets
    - obituary notices and/or funeral cards
    - letters of support from social workers, doctors/nurses/hospice (if you are caregiving for a relative)

The documentation may either be mailed through the U.S. Postal Service or sent electronically to:

Mercedes Amador ([mvamador@asu.edu](mailto:mvamador@asu.edu))  
College of Health Solutions  
550 N. 3<sup>rd</sup> Street  
Phoenix, AZ 85004-3020

Students who are granted a medical withdrawal may have an administrative hold placed on their records and will not be allowed to attend class again until the doctor has sent a release.

Appointments with the medical designee for the college are not granted. Students are expected to submit all forms of request **in writing only**. If there is any question about the submitted documentation, the student will be notified by email and given an opportunity to clarify the information.

Once all required documentation has been received the student's request will be scheduled for review and an email noting the outcome (either approval or denial), will be sent to the student via ASU email. ***Medical and compassionate withdrawals may take up to four weeks to be reviewed and processed.*** Multiple requests for the same circumstances using the same documentation will not be approved. In order for a new request to be considered for the same circumstances, substantial new information or documentation will be required.

If a medical or compassionate withdrawal is approved, notification is sent to the University Registrar.

Please note the following:

- Failure to do well in a class or classes is not sufficient reason to request a medical or compassionate withdrawal and will result in a denial.
- If you have already received a medical withdrawal for a condition, you may not receive another medical withdrawal for that same condition. Students are expected to take a leave from their studies until their doctors have cleared them to return to the university.
- If no documentation is provided to support the student's request, the withdrawal will be denied.