Applying for a medical or compassionate withdrawal

Step 1. Fill out the request form found at the bottom of [https://students.asu.edu/forms/medical-compassionate-withdrawal-request](https://students.asu.edu/forms/medical-compassionate-withdrawal-request). Read the information above the form. Every course listed must note the date of last attendance, even online courses. Blackboard generally shows the last time you logged into the course. Use that date.

Step 2. Write a very detailed letter stating why you are asking for the medical or compassionate withdrawal, the relevant time line for your illness (medical withdrawal) or the events related to your child, spouse, or parents (compassionate withdrawal). Discuss why you were not able to attend class or complete coursework. Also, please tell me why you did not completely withdraw from the university (this is the first expected action). Please note that partial medical or compassionate withdrawals are rarely approved. Also note that if you have once 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 completely cleared them to once again attend.

The documents in steps 1 and 2 must either be mailed through the U.S. Postal Service or sent electronically to:

Kate Lehman (kate.lehman@asu.edu)
College of Health Solutions
550 N. 3rd Street
Phoenix, AZ 85004-3020

Step 3. To apply for a medical withdrawal, your medical provider(s) must write a letter that is sent by postal service directly to Kate Lehman. The letter must include the following information: diagnosis, dates of treatment, a statement of how the illness or injury would have prevented the student from attending class or completing coursework, and what the date of expected recovery will be. Please note that students who are granted a medical withdrawal will have an administrative hold placed on their records and will not be allowed to attend class again until the doctor has sent a release to Kate Lehman.
For a compassionate withdrawal, if it involves illness of a close family member, a similar doctor’s letter is required. Other forms of verification that should be sent are hospital records, legal papers, airline tickets, obituary notices and funeral cards. The latter forms of documentation may be sent by the student electronically or by mail.

Please note that students are expected to submit all forms of request in writing only. Appointments with the medical designee for the college are not granted. If there is any question about the submitted documentation, the student will be notified by email and asked to clarify.

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 his or her ASU email address.

Students may apply for a medical or compassionate withdrawal no later than 2 years after the semester for which the withdrawal is being sought. Please note that 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 a medical or compassionate withdrawal is approved, notification is sent to University Registration Services where all processing takes place. The medical designee cannot answer questions about how a withdrawal would affect a student’s financial aid or anything to do with finances.