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, you may 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

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).

   The letter should explain why you were not able to attend class or complete coursework. Please include the last date you attended the class(es). 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you have applied for a partial medical/compassionate withdrawal, the letter must address why you are not asking to be withdrawn from all classes for that semester.

The documents in steps 2 and 3 must either be mailed through the U.S. Postal Service or sent electronically to:

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

Step 4. To apply for a medical withdrawal, your medical provider(s) must write a letter on their offices’ letterhead that is sent by postal service directly to Kate Lehman/Elaine Rostad. The letter must include the following information: the diagnosis, the dates of treatment, and a statement of how the illness or injury would have prevented you from attending class or completing the coursework. Lastly, it must include what the date of expected recovery will be, as 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.
To apply for a compassionate withdrawal, the process is very similar. If it involves illness of a close family member, a similar doctor’s letter is required. The other forms of accepted verification for compassionate withdrawals include:

- hospital records
- legal papers
- airline tickets
- obituary notices and/or funeral cards

The latter forms of documentation may be sent by the student electronically or by mail. All electronic submissions must be either PDF, Word, or JPEG/PNG in order to be viewed.

Appointments with the medical designees 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.

Students may apply for a medical or compassionate withdrawal no later than two years after the semester for which the withdrawal is being sought.

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

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.