

Siena Heights University Medical Withdrawal Policy and Compassionate Withdrawal Policy (4/2015)

Purpose

Siena Heights University recognizes that students may find it necessary to withdraw from the University due to serious and compelling medical reasons for themselves or an immediate family member. In these situations, students may consider requesting a medical or compassionate withdrawal. Immediate family members are defined as parents, guardians, siblings, spouse, children, spouse's parents, child's spouse, grandparents and grandchildren.

Siena has designed this policy to ensure students are given the individualized attention, consideration and support needed to address his or her situation. This policy outlines the process a student must follow to request a medical withdrawal or compassionate withdrawal.

This policy applies to all Siena Heights University students on all campuses.

Medical Withdrawal Policy/Procedure

If a student has encountered medical issues that significantly impact his or her ability to be successful in the University environment, he or she may choose to request a medical withdrawal for the current term. Medical withdrawals will not be considered for terms already completed. Submission of a full application does not guarantee the medical withdrawal will be approved.

Process

1. A student seeking a medical withdrawal from the university must submit the **medical withdrawal form** to the Dean for Students office. The form is available from the Dean for Students Office.
2. A student seeking a medical withdrawal must also have professional health care provider documentation on file with the Dean for Students office. The documentation must include:
 - a. A signed and dated document on official letterhead from a licensed health care provider with his or her current license/certification number and state issued.
 - b. The licensed health care provider's assessment of the medical issue and length of anticipated duration of leave from the university.
 - c. Any other information you deem helpful in granting your request.
 - d. The documentation may not be from a family member or personal friend and must include a statement attesting to that fact.
3. If a student is granted a medical withdrawal, the student will be withdrawn from all courses.
4. Students are not permitted to live in university housing if they are not enrolled. The Office of Residence Life will determine the appropriate timeline for vacating the previously assigned room.

Compassionate Withdrawal Policy

If a member of a student's immediate family has encountered medical issues that significantly impact his or her ability to complete the semester and/or the student's presence is required to meet the family demands, the student may choose to seek a compassionate withdrawal for that term. Compassionate withdrawals will not be considered for terms already completed. Compassionate withdrawal will also be considered in the event of the death of an immediate family member.

Submission of a full application does not guarantee the compassionate withdrawal will be approved.

A student seeking a compassionate withdrawal from the university must submit the **compassionate withdrawal form** to the Dean for Students office. The form is available from the Dean for Students Office.

Service Members

Any Active Duty Service member recalled to duty should refer to the Military Leave of Absence Policy

Death of an Immediate Family Member

In the event of the death of an immediate family member, the student must provide a copy of the obituary, funeral document or death certificate. In the Compassionate Withdrawal Form, the student must state his or her relationship to the deceased.

Immediate Family Medical Issues

1. A student seeking a compassionate withdrawal must have documentation from a professional health care provider on file with the Dean for Students office. The documentation must include:
 - a. A signed and dated document on official letterhead from a licensed health care provider with his or her current license/certification number and state issued.
 - b. The licensed health care provider's assessment of the medical issue.
 - c. The licensed health care professional's assessment of the need and length of anticipated duration of leave.
 - d. The documentation may not be from a family member or personal friend and must include a statement attesting to that fact.
2. If a compassionate withdrawal is granted, the student will be withdrawn from all courses.
3. Students are not permitted to live in university housing if they are not enrolled. The Office of Residence Life will determine the appropriate timeline for vacancy of the residence room.

Review of Medical or Compassionate Withdrawal

The Dean for Students and the appropriate Academic Dean will make the final determination for the approval. Requests for medical or compassionate withdrawal will be answered within ten business days.

Approval of Medical or Compassionate Withdrawal and Impact on Financial Aid and Billing

If a medical or compassionate withdrawal request is approved, the student will be withdrawn from all classes with a grade of "W". This grade will be posted to the transcript for each course. Courses from which a student withdraws under the medical or compassionate withdrawal policies are not considered as completed courses. Courses are considered attempted and may impact Financial Aid Satisfactory Academic Progress (SAP).

Upon approval of the medical or compassionate withdrawal request, the Director of Financial Aid will make a Federal Title IV calculation to determine the amount of money that must be refunded to the U.S. Department of Education or to Siena Heights University. A student must consult with the Office of Financial Aid to determine the impact of withdrawal on financial aid.

If a medical withdrawal is approved, any adjustments to the student's tuition will be made in accordance with the Siena refund Policy: <http://www.sienaheights.edu/Portals/0/files/DropAddWithdrawalPolicy.pdf>

The date of the withdrawal will be based on the last day of academic engagement.

The Dean for Students will place a registration hold on the student account. Students are required to submit the Request for Reenrollment after a Medical or Compassionate Withdrawal form, prior to returning to campus. The hold will be lifted pending a successful request to return to Siena Heights University.

Appeals

If the medical or compassionate withdrawal is denied, a student is entitled to an appeal. The Vice President for Academic Affairs will review all appeals. Appeals must be made in writing to the Vice President for Academic Affairs within five business days of receiving the original review decision.

Returning from a Medical or Compassionate Withdrawal

Returning from a medical or compassionate withdrawal is subject to the approval of the Dean for Students Office and appropriate Academic Dean, in consultation with the student's academic advisor and other personnel, as needed.

1. Students should complete the **Request for Enrollment after a Medical or Compassionate Withdrawal Form**, at least one month in advance of the intended return date to ensure the appropriate offices have sufficient time to evaluate the student's request. The form is found on the Dean for Students' website. This form must be returned to the Dean for Students Office, along with the documentation from the licensed healthcare provider, if applicable. Documentation from a licensed healthcare provider, should be signed on official letterhead which includes an assessment that the student is able to continue studies and that the condition listed in the original medical or compassionate withdrawal does not persist to a level that would prevent or detrimentally interfere with the student's ability to continue as a student at Siena Heights University. The provider must attest that he or she is not a family member or personal friend of the student and must include the provider's current License/Certification# and list the state issued.

The student must also concurrently complete the re-admission application, as found at this website:

<http://www.sienaheights.edu/Admissions/Readmission.aspx>