

Medical & Compassionate Withdrawals

A **medical withdrawal** may be requested when extraordinary circumstances, such as a serious illness or injury that prevents a student from continuing in classes. This policy covers both physical-health and mental-health difficulties.

A **compassionate withdrawal** may be requested in extraordinary cases in which a significant personal situation, (for example, the serious illness of an immediate family member or the death of an immediate family member) prevents a student from continuing in classes.

Before pursuing a medical or compassionate withdrawal, students should first make use of the [regular withdrawal procedures](#), take [incompletes](#), or make other arrangements with their instructors if possible. All applications for medical/compassionate withdrawals require thorough and credible documentation.

Students should also read through and understand the [University's Policy on Medical and Compassionate Withdrawals](#). Medical and compassionate withdrawal requests are not obligations of the university. Each college/school/institute establishes its own review procedures. In addition to the university's policy, students admitted to the School of Sustainability should follow the school's procedures outlined below for requesting this type of withdrawal.

Steps to Submit a Medical / Compassionate Withdrawal Request

Step 1: Consider Financial / Visa Implications (if applicable)

If the student is receiving financial assistance, their first step should be to consult with a Student [Financial Assistance](#) counselor to identify and understand the financial/monetary implications of processing this type of withdrawal transaction.

If the student is an international student with an F1/J1 visa, they must consult with the [International Students and Scholars Office](#) to discuss the serious immigration consequences that may result from their withdrawal of courses.

Step 2: Submit Request

Students should compile the following three pieces of information and submit their completed request to the school's medical/compassionate withdrawal designee (see contact information below). Students should submit everything together. Incomplete requests will not be accepted.

1. The student must provide a completed and signed Request for Documented Medical/Compassionate Withdrawal form. It is important that students provide their signature on this form.
<https://students.asu.edu/forms/medical-compassionate-withdrawal-request>
2. The student must provide written justification summarizing why the student is requesting a medical/compassionate withdrawal. This should be a brief summary from the student's perspective highlighting important information such as:
 - The date of onset of illness;
 - The dates they were under professional care;
 - The general nature of their medical condition and why/how it prevented them from completing their course work;
 - The last date they were able to attend class.
 - The date of their anticipated return to school; and
 - Why their circumstances impacted some courses and not others (if requesting a withdrawal from some, but not all courses).
3. Provide appropriate documentation.

For a medical withdrawal, the student must provide a letter on letterhead, in a sealed envelope from their attending health care provider that specifies:

- The date of onset of illness;
- The dates they were under professional care;
- The general nature of their medical condition and why/how it prevented them from completing their course work;
- The last date they were able to attend class; and
- The date of their anticipated return to school and whether or not it's recommended that they return as a full-time or part-time student; and
- Why their circumstances impacted some courses and not others (if requesting a withdrawal from some, but not all courses).

The documentation that the student provides will be verified. The student should give their provider written permission to discuss their case with the school's medical withdrawal designee who may contact him or her for more information or clarification.

For a compassionate withdrawal, the student must attach a copy of documentation that helps support their case. The documentation for a compassionate withdrawal will vary, according to the individual circumstances, and must be appropriate to the situation. For example, a compassionate withdrawal request to care for a seriously ill child or other family member may require information similar to that listed under medical withdrawals above. Depending on the situation, other required/acceptable documentation may include police reports, obituaries, legal documents such as restraining orders, airline ticket receipts, newspaper clippings, etc.

Step 3: Review and Decision

Completed requests are reviewed on a monthly basis. A decision will be emailed to the student with the approved effective date. The decision is final and the Student Fee Payment Office and Student Financial Assistance will be notified if approved.

Additional Considerations

If a medical withdrawal is approved for a student, they may be subject to registration restrictions when they return to school depending on the advice the attending health care provider specifies in the letter that is provided. This is to ensure that the student is ready to return back to school and his/her health is not expected to impact his/her academic performance.

Contacts

Questions can be directed to the following medical and compassionate withdrawal designees for the School of Sustainability:

Undergraduate: Beth Volker (beth.volker@asu.edu)

Graduate: Katerina Kinast (katerina.kinast@asu.edu)