

**Arizona State University
College of Integrative Sciences and Arts**

MEDICAL / COMPASSIONATE WITHDRAWAL GENERAL INFORMATION

PLEASE READ CAREFULLY

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

A **compassionate withdrawal** may be made in extraordinary cases in which a significant personal situation, (for example, the serious illness of a child or spouse or the death of a parent, child or spouse) prevents a student from continuing in classes.

Medical/compassionate withdrawals may be considered when incompletes or other arrangements with instructors are not available, or when restricted withdrawals and other enrollments options are not possible.

All requests require thorough and credible documentation. Generally, students request a complete withdrawal from semester coursework. Application for a partial withdrawal must be specifically documented to justify the selective nature of the request. It is your responsibility to insure appropriate forms and documents are included and complete. **However, completing the process does not guarantee or ensure approval; each case is reviewed individually.** The medical designee may seek additional information from you, from your instructors or from those providing the documentation. Verification of authenticity of documentation is standard practice.

If you are receiving financial assistance, you are strongly encouraged to consult with a Student Financial Assistance Counselor to identify and understand the financial assistance/monetary implications of processing this withdrawal transaction.

The following items are required for consideration of this request:

- Completed cover sheet, including your signature
- Completed medical /compassionate withdrawal request form
- Appropriate documentation as indicated on cover sheet.

Incomplete requests will significantly delay the reviewing process.

Submission of the packet

This completed packet should be scanned and emailed to the Medical Designee listed below:

College of Integrative Sciences and Arts: Medical Designee Information

Lorraine DeRosa
CISA Academic Advising
Lorraine.DeRosa@asu.edu
(480) 965-4464

If you are unable to scan and submit your materials through email, please call or email the Medical Designee for further instructions.

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MEDICAL/COMPASSIONATE WITHDRAWAL COVER SHEET

Please submit this cover sheet with the required documentation, a separate completed medical compassionate withdrawal form for each semester requested, and a brief statement outlining the reason for your request. Incomplete requests will significantly delay reviewing process.

Name _____ ID# _____

Indicate type of request: _____ **Medical Withdrawal** _____ **Compassionate Withdrawal**

REQUIRED DOCUMENTS

1. Request for Documented Medical/Compassionate Withdrawal Form

The top of the form must be completed and signed by you. If you are physically unable to do so, a parent, spouse or other representative may complete the process for them. Please make sure to fill in the last day attended box on the request form. Write a brief statement outlining the reason for your request. The medical designee reviewing the request may seek additional information.

_____ **Form completed and signed**
_____ **Brief statement attached**

2. Documentation

For Medical Withdrawals

Include a scanned letter, on letterhead, from your health care provider with your submission. The letter must include the following information:

- Date of the onset of the illness
- Dates of medical care
- General nature of your medical condition and how/why it prevented completion of your course work.
- Date of your anticipated return to school
- Last date you were able to attend class.

_____ **Letter included**

For Compassionate Withdrawals

Check one: _____ **Documentation being gathered to support the request.**
_____ **Documentation included to support the request. Please list.**

- _____
- _____
- _____

I have read the information sheet regarding this request and understand that completing the request does not ensure approval. All the information I am providing is accurate and truthful to the best of my knowledge.

Signature