

## **Medical Withdrawals Dean of Students Office**

There are several ways a student may withdraw from the University. Typically, students complete a regular withdraw through the Vandal Web. **Medical withdrawals** are processed through the Dean of Students Office.

### **Who is eligible?**

- All UI students, including graduate and professional students, as long as the request is for the term in which you are currently enrolled.
- Only students who are medically withdrawing from all coursework. If you wish to drop to half-time, or withdraw from selected classes, you must contact your academic advisor or College office.

*Academic regulations prohibit the Dean of Students office from selectively withdrawing students from individual classes. We are also unable to withdraw a student from any previously completed terms. Students wishing to withdraw from a summer session should understand that all sessions are considered part of a single term; if you only wish to withdraw from a single session, you must petition through your academic college.*

### **Must the student withdraw through the Dean of Students Office (DOS)? No.**

- Students may complete a regular withdraw from some or all classes through Vandal Web, for any reason, so long as this is completed before the deadline to withdraw (two weeks after mid-term exams, generally 10-12 weeks into the term—please consult the Registrar’s website at <http://www.uidaho.edu/registrar>).
- If you wish to complete a regular withdraw from all classes after that date, the student must withdraw either by academic petition (see your home college) or a medical withdrawal can be processed through the DOS Office.

### **How can a student receive a medical withdrawal through the DOS office?**

- Care providers must have a legitimate, health-based reason to support your request for a withdrawal. If they have not been treating you, or have only limited information, they may not have enough knowledge of your concerns to provide the documentation.
- Students can contact Student Health Services for medical issues OR the Counseling and Testing Center for mental health issues. Students may also consult with a licensed care provider of their choosing (off-campus physician).
- If your provider is an off-campus provider, you must take the following steps:
  - Email [askjoe@uidaho.edu](mailto:askjoe@uidaho.edu) to tell us that you wish to take a medical withdrawal
    - You must use your @vandals mail account and include your ID number.
  - Submit documentation from your licensed care provider to the DOS, either by mail, drop-off or fax.
    - The office is located in the TLC, Rm. 232
    - Mailing address is: 875 Perimeter Drive MS 2431  
Moscow, ID 83844-4321
    - Fax number: 208-885-9494
- Documentation must state the following:
  - Care provider’s name/Office letterhead
  - A brief statement identifying you as the patient or client.
  - The date of onset of illness
  - Dates of medical care
  - General nature of your medical condition
  - How your medical condition prevented you from completion of your course work
  - The last date you were able to attend classes

**In order to meet the academic deadlines,  
your request AND documentation must be submitted  
no later than the last day of classes before finals week for the term you wish to withdraw—  
typically the Friday before Final Exams.**

**Please consult the Academic Calendar to be sure.**

**IF you are unable to do this you may petition through your academic college.**

### **What actually happens with a medical withdrawal?**

- The DOS staff notifies the Registrar's Office, Student Accounts, Financial Aid, SHIP, and the student's academic college, on behalf of the student.
- The Registrar's office will withdraw your enrollment, and your transcript will be notated with a WU grade for each class; WU grades do not affect GPA or academic standing.
- The Student Accounts office will audit your account and bill you for any outstanding fees or if you have no balance (or have a credit), issue a statement and a refund, if you are eligible. Be sure your current permanent address is on file in order to avoid financial holds on your registration or late-payment charges.
- If you live in University Housing, they will be notified and you need to contact their office to schedule a time to move out and return your keys.
- If you are a dependent student, we do NOT notify your parents/guardians unless you have signed a waiver releasing us to do so. If you have done so, but have not communicated that you are withdrawing, you need to notify them. If they contact the University and there is a release on file, we will provide them the information we have.
- Because a withdrawal impacts your education, financial aid, and family financial planning, you need to talk openly with your family members so that they can support you and help you re-evaluate your academic and health plan.
- If you are receiving Veteran's Benefits, are an international student on a visa, or are receiving an athletic scholarship (NCAA), you must notify that office in order to avoid disruption to your aid, benefits or status.

### **Will I receive a credit on my tuition, fees and housing/dining costs?**

The University of Idaho does not generally issue refunds after the refund deadline. However, in instances of medical withdrawals, the University issues financial credits based on the schedule below. Terms and condition of financial credits can be found at <http://www.uidaho.edu/controller/studentaccounts/tuition-and-fees-late-fees-refunds/Tuition-and-Fee-Refunds/medical-withdrawals>

- Withdrawal during the first ten days of the semester is treated as a regular disenrollment and is subject to the Tuition and Fee Refund Policy.
- When the effective date falls after the first ten days and within week 3 and week 4 of the semester, 75% of tuition and fees charged is credited.
- When the effective date falls within week 5 through week 8, 50% of tuition and fees charged is credited.
- When the effective date falls within week 9 through week 12, 25% of tuition and fees charged is credited.
- When the effective date falls within week 13 and week 14, 10% of tuition and fees charged is credited.
- When the effective date falls within week 15 and 16 of the semester, 0% of tuition and fees charged is credited.
- Credits for Summer can be found at the website listed above.

### **Will withdrawing from the semester affect my financial aid? YES.**

- Students who are receiving Pell Grants, Direct Student Loans, Parent PLUS loans and other financial support through the Financial Aid and Scholarships Office should contact the office **PRIOR** to withdrawing.
- Generally, if you withdraw from a term, your aid will be suspended for the following year—however, you can contact the Dean's office of your home college to assist you with petitioning to have your aid reinstated.
- Your academic college is notified at the time you withdraw that you have left for medical reasons, but only in terms of your academic progress. Financial aid issues are handled separately and individually--you must contact your academic dean's office directly if you plan to return to campus and request to have your aid reinstated.

### **Why would a student medically withdraw through the DOS?**

- The DOS can streamline the process by being a single point of communication to other offices.
- Allows the student to medically withdraw after the deadline without having to petition through their academic college.

If you have more questions, please contact us:  
**Dean of Students Office (208) 885-6757 or [askjoe@uidaho.edu](mailto:askjoe@uidaho.edu)**