

AUGUSTA STATE UNIVERSITY MEDICAL WITHDRAWAL PROCESS

A student may request a Medical Withdrawal through the Dean of Students Office. The Medical Withdrawal process is outlined below. It should be noted that a Medical Withdrawal can only be requested **after mid-term**. A student wanting to withdraw before mid-term must follow the **Withdrawal from a Course** policy stated in the ASU Catalog. Questions regarding this policy should be directed to the Office of the Registrar (706-737-1408). ***It is the student's responsibility to withdraw officially in accordance with university regulations as printed in the ASU Catalog (http://www.aug.edu/faculty_secretary/catalog/cover.htm).***

Medical Withdrawal Process

- Students must contact the Dean of Students Office and give written permission allowing the Dean of Students Office to withdraw them from **all** of their current semester classes. The Dean of Students Office strongly encourages students to contact their professors/instructors by phone and/or email to notify them of their intentions to withdraw.
- Students must provide medical documentation from their physician on their physician's letterhead and it must be **signed** by the physician (documentation on a prescription pad is unacceptable).
- The Dean of Students Office will verify the authenticity of the physician's letterhead.
- The medical withdrawal process can not begin until both the students' **written** permission and the physician's documentation have been received and verified.
- Since this request comes after midterm, the Dean of Students Office will request whether the professor/instructor wishes to assign a grade of W or WF for the course. It is important that the professor/instructor respond to this request via email because this documentation supports the medical withdrawal.
- The Assistant Dean of Students will contact the Registrar's Office to complete the withdrawal process. A request will be forwarded to the Registrar's Office without medical and supporting documentation. All medical and supporting documentation will be on file in the Dean of Students Office under lock and key.

- No refunds will be issued after 60% of the semester has passed. (This is normally 10 – 14 days after midterm.) The ASU refund policy will be followed for medical withdrawals. See the ASU Refund policy for specific information.
(http://www.aug.edu/business_office/refunds.html)
- A full withdrawal, even for medical issues, may have an impact if you receive financial aid. You may be required to repay some funds received. Contact the Financial Aid Office if you have questions.
- Per Health Insurance Portability and Accountability Act (HIPAA) the Dean of Students office **is not** permitted to discuss a student's medical issues with professors/instructors.

The Dean of Students Office will not accept any medical withdrawal requests after the last day of class as indicated by the Academic Calendar. Once a grade has been assigned for the class, the issue becomes a grade change. The student must contact the professor for the course. If the professor is unavailable, the Department Chair should be contacted for approval.