

Policy Title: Medical Withdrawal and Reenrollment

Senior Team Member: Dr. Frank Gaytan

Division Responsible for Policy: Student Engagement

Effective Date: July 1, 2024

Contact(s): Elizabeth Fedec, AVP and Dean of Students, Title IX Coordinator

Minority Impact Statement: This policy does not have any disproportionate or unique impact on North Park's students or employees who identify as a minority.

Who Should Read the Policy: All students, administrators, faculty, and staff members.

Policy review cycle: Reviewed every 2 years, or as needed.

Reason for Policy

North Park University recognizes that college can be stressful and at times a student may need to leave the campus community to address their mental health or medical condition (for example depression, need for surgery, treatment for an illness, as well as other conditions). A medical withdrawal (MW) allows students to take time away from the University without academic penalty and provides a student the opportunity to pursue treatment, and eventually return to the university to continue their academic and social endeavors.

Scope

Students may be granted a MW from the university due to medical/psychological reasons through the Division for Student Engagement.

Medical withdrawal documentation must be submitted as soon as possible after the onset of the medical event but no later than the last date of the semester. MW documentation submitted after the semester will not be considered, except in extraordinary circumstances. In such circumstances, additional documentation and information may be required.

A MW can be arranged in advance for the following semester.

Students desiring to return to campus after a MW must follow the reenrollment process.

Policy Elements

The date of the MW will be set by the dean of students or designee.

Tuition, housing, and board refunds for students who take a MW are subject to the guidelines found in the catalog and housing agreement. MW does not guarantee a refund. MW applies to all current and future semesters

A MW requires appropriate medical documentation by a licensed health care practitioner such as a physician, psychologist, counselor or treatment facility. Acceptable documentation would be a letter or note from your physician, psychologist, or counselor, on their letterhead, which indicates the following:

1. the reason you are requesting a medical withdrawal, including your diagnosis;
2. the date of onset of symptoms or initial treatment;
3. the dates of subsequent treatment (if applicable); and
4. the expected time frame for treatment and/or recovery. MW date of the withdrawal will be set by the dean of students or their designee.

International students on a F-1 visa must complete RCL paperwork prior to or simultaneously as the Medical Withdrawal paperwork if they wish to remain in the US or maintain their visa status abroad during a Medical Withdrawal. F-1 visa international students should contact the Office of International Affairs for more information.

The dean of students or designee may outline expectations regarding a student's time away from North Park University. If circumstances change during the medical withdrawal, modification of these expectations might occur. Students taking a MW agree to the treatment plan and recommendations for determining readmission eligibility set out by the dean of students, their designee, and/or the wellness team, including any requirement for additional medical documentation at the time of the request for medical clearance. In some cases, continued treatment for a period of time may be required as a condition of readmission.

Once an MW is processed, the student will no longer be a current North Park University student. The student will lose all rights, privileges and access to building, facilities and resources afforded to a North Park Student. The student will no longer be enrolled in all classes for the current semester and any future semesters. International students on a F-1 visa should work with the Office of International Affairs and Dean of Students to ensure visa compliance.

The dean of students or designee has the authority to streamline the process in a manner that is in the best interest of the student and/or University.

Treatment is a requirement for a MW. A student desiring to be readmitted from a MW should complete the necessary forms no sooner than four weeks prior to the beginning of the semester in which they wish to enroll:

- Release of information form gives your provider permission to share information regarding your treatment while on MW to a designated staff member of the Division of Student Engagement.
- Treating provider's re-enrollment questionnaire, which should be completed by the treating provider.

In reviewing requests for return from MW, the university will look for evidence that the issues that led to the student's inability to perform have been addressed. Specifically, the university will need evidence that the student has demonstrated follow through with treatment for a sufficient period of time to

enable the person to be a successful student, with or without accommodation. Additionally, evidence of productive functioning (i.e., employment, volunteerism, etc.) is looked upon favorably. To be approved for return, the student must have complied with any recommendations for treatment given at the time the student took the MW or provide substantial medical justification for not having done so.

MW clearance to reapply does not guarantee readmission. Students should not seek to return to campus from MW and seek MW clearance until their health is stable. Subsequent requests for medical withdrawals for the same condition are reviewed with stricter standards and greater scrutiny.

Definitions

Medical Withdrawal (MW): A medical withdrawal (MW) allows students to take time away from the University without academic penalty and provides a student the opportunity to pursue treatment, and eventually return to the university to continue their academic and social endeavors.

Student: Any person enrolled in any program at North Park University for any credits, including an audit.

Wellness Team: The Wellness Team is a multidisciplinary team that works to address concerning or threatening behaviors of North Park University students. The team works to promote the safety and well-being of the university community while providing an institutional framework for information sharing and the development of support plans for students of concern. The Wellness Team serves as an early intervention team overseeing behavioral assessment, intervention, and response.

Procedure

Procedure to request a Medical Withdrawal

Students may begin the MW process by contacting the dean of students and/or student care coordinator.

Students will need to provide documentation from your physician, psychologist, or counselor, on their letterhead, which indicates the following:

1. the reason you are requesting a medical withdrawal, including your diagnosis;
2. the date of onset of symptoms or initial treatment;
3. the dates of subsequent treatment (if applicable); and
4. the expected time frame for treatment and/or recovery. MW date of the withdrawal will be set by the dean of students or their designee.

This documentation should be provided to the dean of students or their designee. In some instances, the student considering taking a MW is required to complete a release form. The release form gives the student's licensed healthcare practitioner such as a physician, psychologist, counselor or treatment facility permission to share information regarding your desire to take a MW with a designated staff member of the Division of Student Engagement.

Once a decision is made on the MW, the student will be notified via their North Park University email address.

Procedure for Re-Enrollment after a Medical Withdrawal

Students may begin the Re-Enrollment from a MW process by contacting the Dean of Students and/or Student Care Coordinator.

Treatment is a requirement for a MW. A student desiring to be readmitted from a MW should complete the necessary forms no sooner than four weeks prior to the beginning of the semester in which they wish to enroll:

- Release of information form gives your provider permission to share information regarding your treatment while on MW to a designated staff member of the Division of Student Engagement.
- Treating provider's re-enrollment questionnaire, which should be completed by the treating provider.

The dean of students or their designee will determine readiness to return to academic studies and university life, and grant clearance based on, but not limited to, the following:

- Student care coordinator, wellness team or designee recommendation
- Written statement(s) from a licensed health care practitioner such as a physician, psychologist, counselor, or treatment facility concerning (1) the student's health status, (2) ability to succeed as a student, and (3) treatment plan compliance.

The dean of students or their designee may consult with members of the wellness team to assist in making decision regarding readiness to return to college. Once clearance and approval to return has been granted, the dean of students or their designee will notify the student as well as proper University offices, such as Student Care, Office of International Affairs, Residence Life and Housing and/or Financial Aid, so the student can make the appropriate plans for a successful return to campus. If international students have been outside of the USA, they should work with the Office of International Affairs to receive an 1-20, if needed, to return to North Park University.

Should the student be cleared to return to campus after a MW, the student may be required to schedule an appointment with the student care coordinator or designee to develop a support plan.

MW clearance to reapply does not guarantee readmission. Students should not seek to return to campus from MW and seek MW clearance until their health is stable. Subsequent requests for medical withdrawals for the same condition are reviewed with stricter standards and greater scrutiny.

Appeal

If a request for a MW or reenrollment after a MW is not granted, the student will be notified in writing, via an email. Students may appeal, in writing, within 5 business days from the denial email. The burden of proof rests with the student to clearly demonstrate that an error occurred during the request process.

An appeal will be considered upon formal written request and only used for one or more of the following reasons:

- Due Process: To determine if the MW process was conducted fairly, information presented, and followed procedures outlined as described in the MW policy. This mainly includes: a) Giving the

student respondent the MW policy and information. b) Giving the student a reasonable opportunity to prepare and to present information necessary for a MW request and/or reenrollment. Deviations from designated procedures or timelines will not be a basis for sustaining an appeal unless significant prejudice results.

- **Substantial Information:** To review documentation and ensure that the decision regarding the student's appeal was based on all submitted information.
- **New Information:** To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original process, because such information and/ or facts were not known to the person appealing at the time of the original decision.

The Vice President for Student Engagement or designate will promptly consider the appeal. The vice president or designate may affirm, reverse, or, in the event of new information, require that it be reviewed by the original body/person. In making a decision, the vice president or designate may review the case and seek counsel, as they deem appropriate. An appeal outcome letter from the vice president or designate providing the decision of the appeal shall be sent to the student within ten business days after receiving the appeal form. The appeal decision is considered final.

Forms

- Release of Information (ROI)
- Reenrollment Questionnaire

Related Laws, Regulations, Statutes, and Policies:

- Withdrawal and Withdrawal Policy
 - Tuition and Refund policy
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Stakeholder review:

- Legal Review: July 2, 2024
- Senior Team members: July 31, 2024; July 10, 2025
- DOS Leadership Team: May 31, 2024; May 30, 2025
- Wellness Team: June 14, 2024; May 30, 2025
- Registrar: June 14, 2024, July 23, 2024; May 30, 2025
- Student Engagement Leadership Team: June 14, 2024; May 30, 2025

Document History:

- Converted and Updated to Policy Template: May 2024
- Last Reviewed: June 2025
- Next Review: June 2027, or as necessary