

Process for Medical Withdrawal

1. Students must submit a written request for a medical withdrawal that includes:
 - their Marshall Identification number
 - return address and phone number
 - the semester from which they wish to withdraw
 - the medical reason for withdrawing, how that condition prevented them from attending or succeeding in class, and how the condition prevented them from withdrawing in the regular manner

All requests must be made in writing to:

Carla Lapelle, Associate Dean
Student Affairs
Marshall University
One John Marshall Drive
Huntington, WV 25755

Fax requests are acceptable (304-696-2288). Medical information must be faxed from the treatment provider's fax machine. Students may email their written requests from their MU accounts.

2. A student seeking a medical withdrawal must provide documentation from the attending physician or other medical professional to support this request. Documentation must be on the treatment provider's letterhead. Notes on prescription pads or copies of medical records will not be considered.

Documentation must include:

- a detailed specific diagnosis
- the date of onset and the date of first treatment
- a description of how the condition affects a student's ability to attend/succeed in classes

This information will be maintained in a confidential location and will not be available to individuals who do not need access.

3. Upon request, information confirming a medical withdrawal will be forwarded to the Financial Aid Office.

A medical withdrawal appears on your transcript as "W," and is typically treated as a *regular* withdrawal in determining financial aid status. If your medical withdrawal makes you ineligible for future aid, please check with the Financial Aid Office to determine your options for recourse.

Because a withdrawal may require you to repay your financial aid, you should check with the Financial Aid Office *prior to* pursuing a medical withdrawal.

4. Refund of tuition and fees will be a separate determination, and will follow the University schedule of refunds unless extraordinary circumstances are identified.

5. Medical withdrawals are normally complete withdrawals. Requests for withdrawal from an individual class after the deadline for such a withdrawal has passed must include substantial documentation, including a description of how a student's medical problems allowed the student to succeed in some classes, but prevented success in others.

Please refer to your university catalog for other information about medical withdrawals.

If you have questions, please call Carla Lapelle at 696-2269, email her at lapelle@marshall.edu or stop by 155 Prichard Hall.