Policy/Procedure
Medical Withdrawal
Extenuating Circumstances

**Policy I:** Students who present evidence* of a medical issue(s) that makes continued enrollment in a course or courses problematic may request a Medical Withdrawal at any time during the academic term. If granted by the Assistant Dean of Students, the student will be withdrawn with no grade penalty from all courses, or all courses which a health provider deems necessary. The circumstances that prompt the need to withdraw must be occurring contemporaneously with the request. The grade of W will be recorded on the student’s transcript.

**Policy II:** Students who present evidence of extraordinary life circumstances that make continued enrollment problematic may request a Withdrawal for Extenuating Circumstances at any time during the academic term. If granted by the Assistant Dean of Students, the student will be withdrawn from all courses, with no grade penalty to the student. The circumstances that prompt the need to withdraw must be occurring contemporaneously with the request. The grade of W will be recorded on the student’s transcript.

**Procedure:** Unless incapacitated, a student will fill out a Request for Withdrawal form, and submit it, along with supporting evidence*, to the Assistant Dean of Students. If the student is unable to complete the form in person, the student or her/his proxy must contact the Assistant Dean of Students by telephone or SUNY Ulster email to complete the form, and arrange for supporting evidence to be delivered to the Assistant Dean as soon as possible. The Assistant Dean will review the request and the evidence, and inform the student whether the request has been granted or denied. The evidence must state that the student’s medical condition is of sufficient severity to make continued enrollment problematic. The Assistant Dean will retain the evidence in a manner compliant with HIPAA and FERPA requirements. If the request is granted, the Assistant Dean will send the completed form to the Registrar, who will withdraw the student from all courses (or those specified under a Medical Withdrawal) and enter a W grade on the transcript. The Assistant Dean will by email inform Student Accounts, Financial Aid and the instructors of the courses from which the student is being withdrawn.

*Acceptable medical evidence will include an original, signed affidavit from a physician, therapist or an equivalent healthcare provider on letterhead indicating that the student is unable to continue enrollment, or to continue enrollment in specific classes. If the affidavit does not specify courses in which the student may remain enrolled, the student will be withdrawn from all courses.

**Acceptable evidence of Extenuating Circumstances may include the death notice or obituary of a relative or significant other, an affidavit from a healthcare provider indicating the student is critical to the care or well-being of another individual, evidence of arrest or incarceration, or evidence of eviction or homelessness.**
SUNY Ulster-Medical and Extenuating Circumstances Withdrawal from College Form—Full-Time Students (Only) are available in the Registrar’s Office (VAN 206) and the Office of the Assistant Dean of Students (SEN 113).

Effective Date: 12/15/15