
Medical Withdrawals

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Scope

This policy is for both undergraduate and graduate students who need to withdraw from classes for medical reasons including, but not limited to, illness, injury, or conditions that are mental or physical.

Policy Statement

The University of Nebraska at Omaha may authorize a late-term withdrawal of a student for medical reasons if a request for withdrawal is supported by competent, credible, and thorough documentation from the requesting student and a licensed health care provider. A medical withdrawal provides the student an opportunity to seek treatment or care that eliminates the interfering health condition or assists in managing or controlling the interfering health condition to a degree that enables the student to complete the academic requirements with or without accommodation.

Reason for Policy

The university is committed to supporting students who are experiencing a medical condition that interferes with their ability to successfully complete their academic work.

Procedures

Guidelines for Medical Withdrawals

1. The term “medical” is broad and includes illnesses, injuries, or conditions that are mental or physical.
1. Medical withdrawals may occur at any time during a semester. Students withdrawing from courses after the withdrawal deadline must provide a detailed explanation to support their requests for withdrawal.
1. Medical withdrawals are considered complete withdrawals. This means that students requesting a medical withdrawal are withdrawn from all classes. In certain circumstances, a student may be granted a partial withdrawal for medical reasons. If a partial medical withdrawal is sought, the supporting documentation must justify it.
1. Requests for medical withdrawal must be completed in writing and be accompanied by documentation supporting the request. Students should complete the request form when capable. If the student is not capable, a designee may do so on behalf of the student. The university will consider the student’s designated emergency contact as a designee unless another individual is warranted by the circumstances surrounding the request for medical withdrawal.
1. Additional requests for medical withdrawal are not normally granted for the same medical condition or circumstances unless the student presents new documentation from a medical provider. The university may consider a student’s enrollment history and past withdrawals before granting a medical withdrawal.
1. At times, students who request a medical withdrawal for the current term in which they are enrolled may also have registered for courses in future terms. The student’s future courses may be administratively withdrawn by the university if the request for medical withdrawal is approved. This decision is evaluated on a case-by-case basis and is based on factors such as (a) the time at which the medical concern arises in the present term, (b) the severity or intensity of the medical condition, (c) the extensiveness of treatment, and (d) the opinion of the treating healthcare provider. Students should be cautious in attempting to return to school before they are physically or mentally ready.
1. Students who are granted a medical withdrawal may have withdrawals recorded on their transcripts. This may vary from student to student depending on the individual’s circumstances, federal financial aid/scholarships, or other factors. In rare exceptions, students may also have courses removed from their enrollment record.
1. Students granted a medical withdrawal may receive at least a tuition refund depending on when in the semester the medical concern arises. Tuition refunds will only be available for the current or future terms. When reasonably available and appropriate for a student’s circumstances, the university will consider possible strategies for financial relief to reduce the financial impact of unanticipated medical withdrawals. Students should be aware that they may have to repay a portion of their federal financial aid or scholarships and should consult with the Office of Financial Support and Scholarship for their individual details.

1. Withdrawing can have implications for degree completion, future registration, financial aid eligibility, return of financial aid funds, visa status, and university Housing contracts. Students contemplating medical withdrawal should be aware and reach out to university administrators with responsibility for these programs to identify potential and/or likely effects of granting a medical withdrawal. An administrator/staff member will explain to the requesting student the impact a medical withdrawal may have on their status as a student. Students should review the "[Considering a Complete university Withdrawal](#)" information sheet before Withdrawing from classes.
1. Students who are granted a medical withdrawal and remain unenrolled for six (6) consecutive semesters for undergraduates and twelve (12) for graduates may need to re-apply for admission before returning.

If there are other circumstances that apply that may not fit in the descriptions of this policy, the student can submit a [standard appeal](#) to the university's Student Appeal Committee.

Requesting a Medical Withdrawal

Students must request a medical withdrawal in accordance with the following sequence of procedures.

Step 1: Contact the university by emailing medicalwithdrawals@unomaha.edu to discuss the procedures for requesting a Medical Withdrawal.

Step 2: Requests for Medical Withdrawals must be supported by documentation from the requesting student and the student's licensed healthcare provider. The nature of the documentation may be discussed with Medical Withdrawals Review Committee. The documentation that will be needed includes:

1. A written personal statement that explains the general medical condition and its impact on the student's ability to perform academically. This statement should identify when the medical condition began and explain how the medical condition adversely affected attendance or participation in classes. It is helpful to identify when the student last attended class. The statement should also address any steps the student has taken to address the medical condition such as seeking treatment (off or on campus) or discussing concerns with instructors or advisors.
2. Documentation from a licensed healthcare provider consists of a letter on clinic letterhead with the provider's full name, credentials and signature, that explains:
 - The date of onset of illness, injury, or condition
 - Why the student's medical condition will interfere or has already interfered with the student's performance
 - The dates the student was or will be under professional care or receiving treatment
 - Medical condition treated
 - The potential health or clinical consequences if a medical withdrawal is not granted
3. Students will also need to sign a release authorizing the healthcare provider to speak with the university to clarify any information presented in the documentation. Additionally, students will need to sign another release authorizing the university to share the documentation with university-employed or contracted healthcare providers for the purposes of consultation and interpretation.

Step 3: Complete the Request Form for a Medical Withdrawal which is available online: [UNO - Medical Withdrawal Request Form](#). Submit the supporting documentation when filling out the request for the medical withdrawal. Incomplete requests will not be reviewed or considered. Students are responsible for confirming their submissions are complete at the time they deliver or send the request to the Office of Student Life and Wellbeing.

Step 4: The university will review the request and may consult with professionals at the Student Health Nebraska Medicine Counseling and Psychological Services (“CAPS”), or the Care Team to determine whether the request should be granted. Students may be asked to supply additional information if clarification is needed.

Step 5: If the request is approved, the student, the college of record, and the university Registrar will be notified, in writing, by the university. The Registrar will record the grade of ‘W’ on the student’s transcript or cancel enrollment depending on the decision of the appropriate university Official. A Dean of Students registration hold will be placed on the student’s account to ensure they complete the request to return process outlined below.

Step 6: If the withdrawal request is approved, consult with the Office of Student Life and Wellbeing to identify a reasonable timeline for returning to the university. Requests to return will be reviewed within three (3) business days of submission and decisions regarding eligibility to return will be rendered as soon as possible thereafter. The review of requests for return may be delayed during times when the university is closed for holidays. Once the university receives all necessary documentation, the process should take less than ten business days.

Requesting to Return from a Medical Withdrawal

Students granted a medical withdrawal must request to return to the university and provide a statement explaining their re-enrollment plan. They must also submit competent and credible documentation from a healthcare provider that they are ready to return. The healthcare provider issuing the supporting documentation must be a licensed provider who has provided treatment or care. The university has a re-enrollment form, available online, that should be used by healthcare providers to supply helpful information. The university may require students to meet with a staff member in the Office of Student Life and Wellbeing to discuss their return or be evaluated by a healthcare provider chosen by the university.

Acceptable documentation supporting a request for return consists of a completed re-enrollment form and a letter from an impartial, licensed healthcare provider that includes or explains:

- The condition treated and duration of the provider’s relationship with the student
- The effectiveness, success, and/or compliance with the treatment provided
- Any recommendations for additional treatment, support, and/or accommodations and the extent to which they can be provided while the student is simultaneously enrolled at the university.
- A statement of professional opinion that the student is ready to return to university study
- If applicable, a statement of professional opinion that the student is ready to return to on-campus living.

Requests to return and supporting documentation should be submitted prior to the term in which the student intends to enroll. Students are encouraged to submit their information as soon as they know they plan to return to allow time for evaluating the request to return and its supporting documentation.

Students who have not completed this process within two years of their last enrollment may be required to go through the admissions process after completing their request to return per standard UNO admissions requirements.

Specific Steps to Follow When Requesting to Return from a Medical Withdrawal

Step 1: Contact the Office of Student Life and Wellbeing by emailing medicalwithdrawals@unomaha.edu and speak to a representative about your desire to return to the university. After contacting Student Life and Wellbeing, consult with your academic advisor about the steps necessary to re-enter your degree program. Students should be aware of deadlines related to enrolling in classes and understand the registration for classes begins several weeks prior to the start of a new semester. It is to their benefit to begin this process as soon as the student believes, in consultation with their provider, that they are ready to return to the university. Once the university receives all necessary documentation, the process should take less than ten business days.

Step 2: Complete the [Medical Withdrawal Re-enrollment Form](#) and Release of Information Authorization from the Office of Student Life and Wellbeing.

Step 3: Have your licensed healthcare provider complete the Re-enrollment Form and Release. A brief cover letter – on clinic letterhead, with the provider's credentials and signature – from your health care provider should accompany the form and release when it is returned.

Step 4: Submit the document from your healthcare provider who is familiar with your situation or has provided treatment to the Dean of Students Office for review. If additional information or further assessment is needed to determine a student's readiness to return, the DOS will work with the student to obtain the information or schedule an appointment for the assessment.

Step 5: Arrange a meeting with your academic advisor to discuss re-entry into your academic program and address any impediments or barriers to successful completion. Your academic advisor will consult with the Dean of Students Office to assure your return is as seamless and successful as possible.

Step 6: If the request to return is approved, the student and the university Registrar will be notified in writing. The Dean of Students Hold from the student account will be removed.

Other Considerations

Students seeking to withdraw for medical reasons are often interested in doing so to recover some portion of the money they have invested in tuition and fees. There are important considerations that the university evaluates before authorizing such financial relief. This appendix is intended to help students understand those considerations so they can make fully informed decisions.

Federal Financial Aid and Scholarship Implications

Students that receive loans or grants through the Federal Government may be required to return a portion of those funds depending on the last date they attended classes.

If the last date of class attendance occurs before sixty percent (60%) of the term has been completed, a student may be required to return a portion of loan and grant funds. How much the student must return is dependent on a federal formula and calculation that the Office of Financial Support and Scholarships must complete after ascertaining the last date a student attended class and confirming attendance. Until this process is complete, there is no ability for the university to determine the exact amount that will need to be returned. If students receive a tuition and fee refund, those funds may need to be returned to cover the loan and grant money that must be returned.

Students receiving scholarship funds will have their scholarship funds cancelled and will be required to have the scholarship reinstated prior to their return. Withdrawing for medical reasons is viewed favorably by the committee that reviews medical withdrawals.

University Housing Refunds

University Housing Policy requires that individuals must be enrolled in classes to be eligible to live on campus. If a student is granted a medical withdrawal, they will also be granted a waiver of the housing cancellation fees. Exceptions to this policy may be granted at the discretion of the Dean of Students or their designee.

In some cases, a medical condition may warrant a waiver of the housing contract cancellation fees even if the student remains in classes. This policy will be followed in such cases and a housing student will be asked to provide information relating to the following:

- The date of onset of illness, injury, or condition
- The nature of the student's medical condition, its impact on the student, and how and why it will interfere or has already interfered with the student's performance
- The dates the student was or will be under professional care or receiving treatment
- The nature and extent of care and treatment
- The potential health or clinical consequences if a medical withdrawal is not granted

A student is eligible to cancel their housing contract at any time following the Housing Contract Cancellation Policy outlined in the student's contract lease. Factors in determining waiver to the cancellation fees will be granted will follow the Tuition and fee refund considerations section of this policy.

Related Information

[UNO-Medical Withdrawal Request Form](#)

[UNO-Medical Withdrawal Re-Enrollment Form](#)

History

New policy approved on September 13, 2022

9/21/23: Addition of clarifying procedural language to indicate that "in rare exceptions, students may also have courses removed from their enrollment record."

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.