

## G – Withdrawal Procedures.

### G-1. Standard Withdrawal Procedures.

**G-1-a.** A student who wishes to withdraw from UI before the end of the second week following midterms may begin the process of withdrawal by contacting the Registrar's Office. Withdrawal forms can be picked up at the college dean's office or the Registrar's Office. The request is not official until it is processed in the Registrar's Office. See regulation G-1-b for withdrawal from the university after the end of the second week following midterms.

**G-1-b.** A student is permitted to withdraw from UI after the end of the second week following midterms for compelling reasons only and after approval by the Academic Petitions Committee *or* after completing a medical withdrawal as explained in G-2. Examples of compelling reasons are: serious illness or injury of the student or death or serious illness or injury in the student's immediate family. Petitions for permission to withdraw after the end of the second week following midterms are forwarded *via the student's academic dean* to the Academic Petitions Committee on forms available in department and college offices. If the student's petition is approved, the Academic Petitions Committee will determine the effective date of the withdrawal. (See "Refund of Fees" in Part 2.)

### G-2. Medical Withdrawal Procedures.

**G-2-a.** The medical director of the Student Health Service, University Psychiatrist or the director of the Counseling and Testing Center is authorized to grant or require a student's withdrawal from UI for medical reasons.

**G-2-b. Voluntary Medical Withdrawal.** Students desiring to withdraw from UI for medical reasons will consult the medical director of the Student Health Service, University Psychiatrist, or the director of the Counseling and Testing Center who will evaluate the request. If granted, the dean of students will be notified in writing to process the medical withdrawal.

**G-2-c. Emergency Transfer to Institutional Care.** The medical director of the Student Health Service or University Psychiatrist is authorized to act as the representative of the president in emergencies that, under Idaho laws, require the transfer of a student to a community or state health facility. The student may be granted a medical withdrawal from UI at the discretion of either director.

**G-2-d. Mandatory Medical Withdrawal.** It is the responsibility of the dean of students to order a medical examination of a student if the dean has reason to believe that the student has a serious medical or psychiatric condition that substantially threatens or interferes with the welfare of the student, other members of the university community, or the educational processes of the university. The dean notifies the student and the director of the Student Health Service that such an evaluation is to be conducted. This process may be started by the director of the Student Health Service, University Psychiatrist or the director of the Counseling and Testing Center for patients under care or counseling by notifying the student and the dean of students in writing.

**(1) Request for Evaluation.** On notification from the dean of students, the medical director of the Student Health Service requests the student to undergo immediate professional evaluation by the medical director or the medical director's designee, or, at the student's request and expense, by a private physician or psychiatrist deemed appropriate by the medical director. A report of this evaluation is presented to the medical director with a specific recommendation as to whether a medical withdrawal is warranted.

**(2) Evaluation Conference.** The medical director of the Student Health Service provides the student written notice of a time and place at which the medical director and student will confer on the final determination as to mandatory withdrawal. The student may have the assistance of a representative at this conference. The medical director refers to reports, recommendations, and evaluations pertinent to the case and is empowered to request additional relevant medical or psychiatric examinations of the student.

**(3) Determination of Director.** Based on the evaluation and the conference, the medical director of the Student Health Service may determine: **(a)** that mandatory withdrawal **is** warranted by the student's medical or psychiatric condition; **(b)** that mandatory withdrawal **is not** warranted by the student's medical or psychiatric condition; or **(c)** that the student may remain enrolled subject to conditions specified by the medical director. The medical director transmits this decision in writing to the student and the dean of students. If withdrawal is ordered, the dean will process it.

**(4) Finality of Determination.** Decisions made by the medical director of the Student Health Service pursuant to these procedures are final.

**(5) Refusal of Evaluation.** If, after a request by the medical director of the Student Health Service, the student refuses to consult with a physician or psychiatrist, the director will, if practicable, seek the help of the student's family in persuading the student to seek appropriate professional assistance. Should these efforts not result in the student taking the desired action, the director summarizes the steps taken to secure needed information and the reasons for the withdrawal and instruct the dean of students to process the withdrawal. A copy of this order for withdrawal is sent to the student. The dean will process the withdrawal as mandatory, but involuntary.

**(6) Appeal.** A student may appeal to the Vice Provost for Academic and Student Affairs either **(a)** to revoke the order of the dean of students for a medical examination or **(b)** in case a procedural error is alleged, to order the determination of the medical director of the Student Health Service reopened.

**G-2-e.** Any student placed on medical withdrawal may, if appropriate, be informed, in writing, by the medical director of the Student Health Service, University Psychiatrist or the director of the Counseling and Testing Center that he or she is eligible to return to UI at a later date on the favorable recommendation of one of the above. When applying for readmission, the student is responsible for providing one of the above with evidence of satisfactory treatment of the condition that necessitated medical withdrawal. Medical withdrawals are subject to the same refund rules and procedures as other withdrawals (see "Refund of Fees" in Part 2).

**G-3. Grades for Students Who Withdraw.** Grades for a student who withdraws are recorded as provided in regulations C and F-1. A student who withdraws from, or leaves, UI without official approval will receive Fs in all courses in which he or she is registered and for which the grade has not already been assigned.