

LAMAR UNIVERSITY**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES****SECTION: Student Affairs****AREA: Student Health****Medical Withdrawal****I. POLICY**

- A. Lamar University prioritizes the health and well-being of students and understands the importance of providing support and education through challenging times. Students experiencing such challenges may request a medical withdrawal through the Student Conduct and Care Services Office. A medical withdrawal differs from a general University withdrawal in that it is tied specifically to health-related or major life event issues that severely impact the student's ability to progress academically.

II. PURPOSE AND SCOPE

- A. The purpose of the Medical Withdrawal Policy and protocols is to provide a process for withdrawing from the University due to circumstances beyond the student's control. Both undergraduate and graduate students may request a medical withdrawal. This request will withdraw the student from all classes for the term for which the request is made. Medical withdrawal reasons may include but are not limited to physical illness, injury, psychological conditions, and extenuating life circumstances.
- B. Students may request a medical withdrawal up to one long term after the affected semester.
- C. At the time of withdrawal, students must return all University property, i.e., library books, lab equipment, research equipment, student identification card, etc. University property should be delivered to the appropriate department from which it was received. Students will be charged for any unreturned property.
- D. Requests for medical withdrawals are made through the Student Conduct and Care Services Office in the Division of Student Affairs located upstairs in the Setzer Student Center.
Phone: 409-880-7759
Address: 4405 Jimmy Simmons Blvd.
Beaumont, Texas 77705
- E. This policy is separate from academic, Military/Veterans, and Title IX withdrawals.
- F. Students are responsible for fees owed to the University due to withdrawal (i.e., Financial Aid, citations, etc.).

III. DEFINITIONS

- A. **Medical Withdrawal** – A standard withdrawal due to medical rationale or purposes that obstruct the student's ability to complete curricular requirements. Examples such as serious medical or psychological illness, physical condition, diagnosis, disorders, and bereavement are included.

- B. **Extenuating circumstances or life-changing events** – An event other than a medical or psychological occurrence that significantly impacts the student's life and academic progress.
- C. **Licensed medical or mental health provider** – An advanced practice provider, licensed in the US, with authority to diagnose, treat, and manage care of an individual within the medical and mental health disciplines.

IV. POLICY ROLES AND RESPONSIBILITIES

A. Withdrawal Committee

1. Dean of Students – Committee member
2. Director of Student Conduct and Care Services – Committee member
3. Associate Vice President for Student Affairs – Committee member; assessment and document validation
4. Provost or designee - Committee member; financial disbursement decision; final approver for requests for medical withdrawal
5. Vice President for Student Affairs - Appeals review and final decision on appeals
6. Student Health Center Assistant Director of Medical and/or Counseling Services (consultation as needed) – Appeals review and recommendation

V. PROCEDURES

- A. Students must request a Medical Withdrawal Form from the Office of Student Conduct and Care Services.
- B. Students must collect and submit, via the University's current conduct reporting system, all required documentation as listed within this policy to Student Conduct and Care Services.
- C. All submissions will be reviewed by the Withdrawal Committee members via the University's current conduct reporting system. The Withdrawal Committee's review is complete when the Provost or designee makes the final decision to approve or deny a medical withdrawal request.
- D. The final decision will be awarded within ten (10) days of receipt, and Student Conduct and Care Services will send notification of the decision via email to the student.
- E. Students must submit appeals in writing (letter or email) to the Office of the Vice President for Student Affairs within five (5) days of the original awarded decision noted in the decision letter.
- F. All appeals will be reviewed by the Vice President for Student Affairs and include the Assistant Director of Medical Services and/or Counseling Services as needed.
- G. Appeal decisions will be deemed final by the Vice President for Student Affairs within ten (10) days after receipt of an appeal request.
- H. Students will follow the general admissions guidelines for reentry to the University.

VI. REQUIRED DOCUMENTATION

- A. A letter from the student describing the medical, psychological, or extenuating circumstances that necessitated the medical withdrawal. The letter must contain dates of occurrence that coincide with the term requested to be withdrawn.

Medical Withdrawal

- B. Signed documentation from a licensed medical or mental health provider attesting the student's condition expressly impedes successful academic progress and requires withdrawal from all enrolled classes within the semester for which the medical withdrawal is requested.
- C. Admission, discharge, or office visit reports that include name, date of birth, diagnosis, and dates of illness and/or confinement and release.
- D. Additional documentation may be requested on an individual or case-by-case basis.

VII. GUIDELINES FOR MEDICAL WITHDRAWALS

- A. Students may request a medical withdrawal up to one long term after the affected semester.
- B. The student will be made aware of potential financial, academic, and University housing impacts as well as other campus resources through standard communication documents sent to the student through the current reporting system.
- C. Dates of the condition/illness/injury must fall within reasonable proximity to the semester for which the medical withdrawal is requested.
- D. Reasons for medical withdrawals due to extenuating circumstances may include but are not limited to:
 - Severe medical condition/diagnoses that impede academic progress and success.
 - Death or medical condition of a family member within one degree of separation from the student or legal guardian (copy of Death Certificate or obituary for verification).
 - Victim of heinous crime (police report).
 - Extenuating, life-changing events not specified above.

VIII. REVIEW AND RESPONSIBILITY

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

Responsible Parties: Vice President for Student Affairs
Associate Vice President for Student Affairs

IX. APPROVAL

Dr. Freddie Titus	05/21/2025
Vice President for Student Affairs	Date

Dr. Jaime R. Taylor	05/28/2025
Lamar University President	Date

POLICY LOG

Version	Date	Description of Changes
1	05/12/2025	Policy completed.
	05/28/2025	Policy approved by President.