

<b>UT Health Science Center: EM104 Withdrawal Policy</b>	
<b>Version 1</b>	<b>Publication Date: 05/27/2022</b>

<b>No./Title:</b> EM104 – WITHDRAWAL POLICY	<b>Resp. Office:</b> REGISTRAR <b>Approval Body:</b> CASA	<b>Effective Date:</b> 03/19/2013
<b>Category:</b> Students	<b>Last Review:</b> 11/03/2020	<b>Next Review:</b> 11/03/2023
<b>Contact:</b> University Registrar	☎ 901.448.7770	✉ <a href="mailto:registrar@uthsc.edu">registrar@uthsc.edu</a>
<b>Related Policies &amp; Information:</b>	<a href="#">Attendance Policy</a> <a href="#">Academic Standing Policy</a> <a href="#">Catalog and Continuous Enrollment Policy</a> <a href="#">Course Drop/Add Policy</a> <a href="#">Grading Policy</a> <a href="#">Satisfactory Academic Progress Repeat Course Policy</a> <a href="#">Refund &amp; Repayments Policy</a> <a href="#">Return of Title IV Funds</a> <a href="#">Reinstatement Policy</a>	

## POLICY

Students who experience an interruption due to unforeseen or extenuating circumstances and choose to leave the institution must withdraw or be withdrawn by the college from UTHSC. Additionally, students who elect to withdraw to complete another program within the institution or through another institution must withdraw or be withdrawn by the college from their program and/or the institution (UTHSC) through the process described in this policy.

## RATIONALE AND EXPLANATION

Students are required to maintain an active status through Continuous Enrollment from the time of matriculation (first term of entry) until graduation. Continuous Enrollment is maintained by registering and enrolling in a minimum of one credit hour per semester (excluding the Summer, when applicable, unless stipulated otherwise by the Program or Department). The minimum enrollment for international students may be different and international students always need to confirm with the Office of International Affairs in order to determine what minimum enrollment is needed to maintain all enrollment requirements attached to their specific visas.

Students are advised to review the [University Attendance Policy](#), as well as attendance and participation policies of their colleges/programs carefully when an absence is necessary and seek permission from their Dean or designee when an absence precludes attendance and participation in coursework. Prolonged absences, which exceed the requirements of the program or class as published in the syllabus, may require that a student be withdrawn from the university. Withdrawing from courses will have an adverse effect on financial aid, scholarships, loan deferments, health insurance, veteran's benefits, degree requirements, or other areas.

<b>UT Health Science Center: EM104 Withdrawal Policy</b>	
<b>Version 1</b>	<b>Publication Date: 05/27/2022</b>

A withdrawal affects eligibility for loan deferment. If students are unable to complete a term for which aid has been received, he/she may also be required to repay some or all of the aid received for that term. Students are advised to consult with the Office of Financial Aid regarding financial obligations related to Withdrawal (break in Continuous Enrollment).

Students who are withdrawn from UTHSC suspend their active study and are not able to make progress toward their degrees and may not use instructional services and/or university facilities. Students who have withdrawn or are withdrawn by the University will not be automatically reinstated or readmitted. Students who withdraw or are withdrawn by the University must apply for Reinstatement to return to the University and be subject to the policies and procedures found in the *Bulletin* and the Reinstatement Policy at the time of return.

**PROCEDURE**

The student informs the Dean or designee about his/her intent to withdraw from the University. The student submits written notification to the Dean or designee of his/her intent to withdraw. The Dean or designee must immediately inform the Office of the Registrar when a student withdraws to assure appropriate documentation of student status. The Dean or designee will enter the last date of the student’s attendance or educational activity as the effective date of withdrawal in the withdrawal workflow. The Dean will attach appropriate documentation to the workflow. Instructors must enter grades prior to the withdrawal. Grades will be assigned according to the Grading Policy. The Office of the Registrar will update the student’s record

The Office of the Registrar notifies the Office of Financial Aid and the Bursar’s Office when the withdrawal is complete and ready for Return to Title IV processing through the designated workflow. The Office of Financial Aid and the Bursar’s Office determine if the student is required to return financial aid or is eligible for a refund of some or all of their tuition and fees (see Bursar’s web site for refund policy - [http://www.uthsc.edu/finance/bursar/pdfs/refundsrepay\\_2010\\_2011.pdf](http://www.uthsc.edu/finance/bursar/pdfs/refundsrepay_2010_2011.pdf)). The Department of Education requires UTHSC to return Title IV funds as defined in the Return of Title IV Funds policy. Failure of timely notification to the Office of the Registrar may result in fines from the Department of Education.

**TYPES OF WITHDRAWALS**

<b>UT Health Science Center: EM104 Withdrawal Policy</b>	
<b>Version 1</b>	<b>Publication Date: 05/27/2022</b>

**Student-Initiated Withdrawal**- When a student withdraws from an academic program, the student must provide written notice to the Dean or designee of the college in which they are enrolled. Students are strongly encouraged to consult with their program, advisor, and director of their academic unit in order to determine whether a withdrawal is the most appropriate action.

**Medical** – Students may experience a medical situation that significantly limits their ability to function successfully or safely as a student, or the student no longer meets the minimum technical standards of the program, or the student is so severely disruptive as to interfere with the academic pursuits and other activities of the academic and/or clinical community.

- a. Voluntary Medical Withdrawal** – Students seeking a Voluntary Medical Withdrawal must present confirmation from the student’s treating healthcare provider.
- b. Involuntary Medical Withdrawal** – Although a Voluntary Medical Withdrawal is preferable, a college’s Dean (or designee), with the concurrence of the Vice Chancellor for Academic, Faculty and Student Affairs (or designee), may place such a student on an Involuntary Medical Withdrawal.

Prior to placing a student on Involuntary Medical withdrawal:

- (i)** UTHSC shall conduct an individualized assessment of the student and will give careful consideration to the opinions and recommendations of the student’s treating physician or mental health professional, if available, along with the opinions and recommendations of the healthcare professionals consulted by UTHSC.
  - a.** UTHSC encourages the student to provide any other additional information that the student believes is relevant to the determination.
  - b.** UTHSC respects the student’s confidentiality, and only require the student to provide a records release for access to the student’s medical records as reasonably necessary to complete its individualized assessment.
- (ii)** Based on that individualized assessment, UTHSC will determine whether, and what, reasonable modifications can be made that would be effective to allow the student to continue to attend classes or engage in clinical training and/or participate in the educational programs while seeking treatment for, or recovering from, any related medical conditions.
- (iii)** However, in the event that UTHSC also considers *whether the student poses a direct threat to the health or safety of others*, UTHSC will make an individualized

<b>UT Health Science Center: EM104 Withdrawal Policy</b>	
<b>Version 1</b>	<b>Publication Date: 05/27/2022</b>

assessment based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

- (iv)** UTHSC will require an Involuntary medical withdrawal for a student only if:
- a.** after the individualized assessment, consultation with SASSI, and careful review and consideration, UTHSC concludes that the student’s continued participation in its educational programs would require modifications that would be unreasonable or would fundamentally alter the nature of those programs;
  - b.** the student rejects all reasonable modifications offered by UTHSC and the student cannot meet UTHSC’s essential eligibility requirements and technical standards to continue to participate in its educational programs, or
  - c.** even with the provision of all of the reasonable modifications offered by UTHSC, the student cannot meet UTHSC’s essential eligibility requirements and technical standards;

If UTHSC decides to impose an Involuntary Medical Withdrawal, UTHSC will advise the student in writing (via: official UTHSC email) of the leave and duration, any restrictions from coming on campus or entering a clinical site, and available academic appeals procedures; UTHSC shall document the decision as well as the underlying facts, assessments and determinations. An involuntary medical withdrawal is an academic decision and is not a disciplinary action, however, separate disciplinary action may result from the underlying behavior of the student pursuant to the Student Rights and Responsibilities.

**IMPORTANT NOTE:** In emergency situations, the Dean or designee and Vice Chancellor of Academic, Faculty, and Student Affairs (AFSA), in the exercise of reasonable judgment, may bypass some or all of the above steps and considerations [except for (iv)(e)], in order to ensure campus or clinical safety and/or the safety of students or patients. Nothing in this or other policies shall be construed to prevent UTHSC from requiring students to, at all times, meet the college/program essential eligibility requirements and technical standards.

**Military** - UTHSC complies with all State and Federal guidelines regarding the mobilization of National Guard, reservists, or other military service personnel who are attending classes.

<b>UT Health Science Center: EM104 Withdrawal Policy</b>	
<b>Version 1</b>	<b>Publication Date: 05/27/2022</b>

UTHSC is committed to supporting its students qualifying for these services. Students called to active duty or mobilized for any reason should contact the Registrar’s Office and their College (even if they aren't receiving VA benefits) for information and further instruction.

**Administrative** – The University may administratively withdraw a student as a result of (a) an academic decision by the Dean or designee; (b) a non-academic dismissal, such as a violation outlined in the Student Code of Conduct; or (c) non-attendance.

**USE OF UNIVERSITY SERVICES WHILE WITHDRAWN**

Students withdrawn from the University will continue to have access to their UTHSC email for one year after the withdrawal date. However, students withdrawn may not use instructional services and/or university facilities. The UTHSC badge, and associated privileges such as parking and facilities access, must be inactivated upon withdrawal.

**APPROVAL HISTORY:**

- Effective: March 19, 2013
- Revision: April 16, 2013, Committee on Academic and Student Affairs (CASA)
- Revision: November 19, 2013, Committee on Academic and Student Affairs (CASA)
- Revision: August 16, 2016, Committee on Academic and Student Affairs (CASA)
- Revision: May 16, 2017, Committee of Academic and Student Affairs (CASA)
- Reviewed/Revised: June 4, 2019, CASA
- Revised: October 15, 2019, CASA
- Approved: October 21, 2019, Chancellor
- Revised: November 3, 2020, CASA
- Approved: November 5, 2020, CASA