

# MEDICAL | Late Drop/Withdraw Request (LDWR)

Non-Residential Campuses Only



**DOANE**  
UNIVERSITY

**To be considered** for a withdrawal after the fourth week of the term you must fill out this form and attach or include additional documentation to help the committee make a decision. The withdraw committee meets weekly on Wednesdays. Notification of the decision will be emailed afterwards.

**Catalog Policy:** If a student withdraws from a course prior to census day, the course will not appear on the students' transcript. If the student withdraws after census day and prior to the fourth week/class meeting, the transcript will indicate a "W" (withdrawal) grade for that course. If the student requests a withdraw after the fourth week/class meeting and is denied by the committee, the transcript will indicate the earned grade for that course.

**All Withdraw Options:** (More information found in the [Catalog](#))

1. **Medical/Compassionate – Must include medical documentation from a health care provider.**

A medical withdrawal is granted in rare instances where a student is faced with a serious and unexpected condition that completely precludes them from being able to function as a student and in which the regular university withdrawal process is not appropriate. A compassionate withdrawal may be granted when a student is faced with extenuating personal circumstances. Letter from provider must describe the diagnosed medical or psychological condition or circumstances, and indicate when treatment commenced. Also explain how the severity of the condition completely prevents the student from attending classes and completing the semester. A medical withdrawal applies to all courses taken during a semester unless specific explanation is provided that describes how the medical reason for the withdrawal affected only specific course(s).

## Submission Steps:

- Medical LDWR Form completed
  - Written Statement Expectations:
    - Explain in detail how/why the medical condition/circumstances prevent you from completing the academic term.
    - If you have stopped attending classes, explain why and when. (Please note: nonattendance does not exempt you from academic and financial responsibilities.)
    - Explain what relief you are seeking from this request. Be as specific as possible.
- Note from medical professional
- Email or Fax the Medical LDWR Form and Medical Professional Note to the Health and Wellness Director, Andreea Baker.

### *IMPORTANT Notes:*

- **If you have completed 60% or less of the semester, you will be required to return a portion of your federal financial aid, including PELL grants, and loans. This may create a balance due to Doane.**
- Students who are receiving veterans, and/or military benefits and who are considering withdrawing from the University should notify the Director of Veteran/Military Student Services before withdrawing since there may be certification, and/or repayment penalties associated with doing so.
- All outstanding bills and university obligations must be paid in a timely manner to avoid late fees and the collection process.
- This form and any medical documentation need to be sent directly to the Director of health and wellness and a recommendation is made to the withdraw committee. Your medical information is not included in your academic student record.

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*To be completed by student.*

Name\_\_\_\_\_

Date\_\_\_\_\_

Student ID #\_\_\_\_\_

Advisor\_\_\_\_\_

Term\_\_\_\_\_

Type: Medical

Course(s) \_\_\_\_\_

Please Check Yes or No:

Do you receive Financial Aid? Y      N

Do you receive Veteran benefits? Y      N

Do you receive employer reimbursement? Y      N

Have you discussed this with your advisor? Y      N

**Personal written statement:**