

Compassionate Withdrawal procedures for *undergraduate students only* Student Advocate, Office of the Provost - Approved Fall 2009

Compassionate withdrawal for medical conditions:

A student may request and be considered for a compassionate withdrawal when incapacitating circumstances, such as a serious illness or injury, prevent the student from continuing classes or from seeking academic withdrawal in the usual way. The compassionate withdrawal policy covers both physical and mental health.

The Student Advocate, Office of the Provost, www.louisville.edu/studentadvocate/ will gather medical and other necessary documentation to show that the situation is incapacitating. The Student Advocate will review and evaluate the compassionate withdrawal request and take follow-up action to refer the case to the appropriate officer (e.g., unit dean) for review and decision. The Student Advocate will coordinate the process with the school/college dean's designee (listed at the end.)

It is the student's (or the family member's) responsibility to provide adequate documentation to support the compassionate withdrawal request. Petitions without proper or complete documentation will be returned to the student (or the student's family member) for completion.

Supporting documentation from the health care provider(s) or other professional counselors must be on clinical letterhead and must include date of onset of illness or condition; the general nature of medical condition and how/why it prevented completion of course work, and a brief comment on care plan and/or anticipated date or time to reach treatment goals. To ensure confidentiality a provider may use a Release of Information form in order to document the condition.

An academic withdrawal does not remove a student's financial responsibility for his/her educational expenses. The student is responsible for payment of any outstanding charges including, but not limited to tuition, fees, parking, housing and other expenses, after the academic withdrawal is granted. The Student Advocate will assist with the identification and completion of all necessary business processes.

Compassionate withdrawal for other incapacitating reasons:

A student may request and be considered for a compassionate withdrawal when extraordinary personal reasons, not related to the student's personal physical or mental health, prevent the student from continuing in classes. The Student Advocate will gather necessary documentation to show that the situation is incapacitating. The Student Advocate will review and evaluate the compassionate withdrawal request and take follow-up action to refer the case to the appropriate officer (e.g., unit dean) for review and decision. The Student Advocate will coordinate the process with the school/college dean's designee (listed at the end.)

An academic withdrawal does not remove a student's financial responsibility for his/her educational expenses. The student is responsible for payment of any outstanding charges including, but not limited to tuition, fees, parking, housing and other expenses, after the academic withdrawal is granted. The Student Advocate will assist with the identification and completion of all necessary business processes.

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