

# Request for Medical Withdrawal

Students requesting to withdraw from all courses for medical reasons past the normal deadlines should complete this form, attach appropriate documentation, and submit the form and documentation to Durham Tech's Student Development, Communication, and Activities office. Withdrawals past the normal deadline will be recommended only if the student provides clear, specific medical documentation using the checklist below. The office is located on Durham Tech's Main Campus, Wynn Center, room 1209.

## Student Information

Name		Telephone	
ID Number		Email	

## Course Information

Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer			Year:	
Course Prefix	Course No.	Section No.	Instructor Name	Last Date of Attendance

## Student Checklist:

- I have provided medical documentation signed by a physician.
- The medical documentation I have provided includes a specific recommendation from the physician to withdraw due to medical (health) reasons.
- The medical documentation I have provided verifies that the dates of the medical condition correspond to the semester in which I am requesting a medical withdrawal.
- The medical documentation I have provided indicates a request for withdrawal from all courses. If not, the medical documentation provided indicates a specific rationale as to why my condition does not require a complete withdrawal.

## Student Signature:

\_\_\_\_\_

Student

\_\_\_\_\_

Date

## Dean's Recommendation:

- The documentation submitted meets the guidelines to receive a medical withdrawal.

\_\_\_\_\_

Dean, Student Development

\_\_\_\_\_

Date

## Administrative Approval:

- Assign a grade of "W" for the course(s) listed above.
- Change the grade(s) for the course(s) listed above to "W."
- Not Approved. Referred to vice president for final decision.

\_\_\_\_\_

Dean and Department Head

\_\_\_\_\_

Date

# Medical Withdrawal Procedure

1. The student requesting a withdrawal for medical reasons may locate this information on the college website or should be referred to the Student Development, Communication, and Activities office, Wynn Center, room 1209 for further information and appropriate forms. Should the student need guidance with the process, an appointment with a counselor will be offered. For more information, contact the Student Development, Communication, and Activities office at 919-536-7207, ext. 1413.
2. The student should complete the Request for Medical Withdrawal form and present supporting documentation to the Dean of Student Development and Support for review. Acceptable documentation must include a physician's signature, a specific recommendation to withdraw due to medical reasons, and dates verifying that the medical condition corresponds to the semester in which the medical withdrawal is requested.
3. Medical withdrawals will be recommended for all courses within the specified semester unless the documentation clearly states why the student's medical condition does not require withdrawal from all courses. Supporting medical documentation will be kept confidential in the office of the Dean of Student Development and Support.
4. If the Dean of Student Development and Support recommends the medical withdrawal, a copy of the Request for Medical Withdrawal form (not the supporting medical documentation) will be forwarded to each instructor's appropriate dean and department head for approval.
5. The instructional dean and department head will have the authority to approve or not approve the medical withdrawal.
6. If approved, the signed Medical Withdrawal Form will be forwarded to the Student Information and Records office to officially document the withdrawal or change of grade.
7. If the medical withdrawal is not approved, the dean and department head will forward the concern regarding approval and the Medical Withdrawal Form to his or her supervisor and to the Vice President, Student Engagement, Development, and Support for review and resolution. Should a concern exist regarding approval, the Vice President will have the authority to review all supporting documentation, including the medical documentation submitted by the student, to resolve the matter.