

# 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 Counseling 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 in room 1309 of the Wynn Center.

## Student Information

Name	
ID Number	
Telephone	
Email	

## Semester

## Year

<input type="radio"/> Fall	<input type="radio"/> Spring	<input type="radio"/> Summer	
----------------------------	------------------------------	------------------------------	--

## Course (prefix, course, and section number)

## Instructor


## Student Signature:

\_\_\_\_\_

Student Name

\_\_\_\_\_

Date

## Dean's Recommendation:

- The medical documentation is signed by a physician.
- The medical documentation includes a specific recommendation from the physician to withdraw due to medical (health) reasons.
- The medical documentation verifies that the dates of the medical condition correspond to the semester in which the medical withdrawal is requested.
- The medical documentation indicates a request for withdrawal from all courses or indicates a specific rationale as to why the student's condition does not require a complete withdrawal.

\_\_\_\_\_

Dean

\_\_\_\_\_

Date

## Administrative Approval:

\_\_\_\_\_

Program Director

\_\_\_\_\_

Date

\_\_\_\_\_

Vice President (Grade Change Request Only)

\_\_\_\_\_

Date

## Medical Withdrawal Procedure

1. The student requesting a withdrawal for medical reasons should be referred to the Counseling Office, Wynn Center, room 1309 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 Counseling office at 919-686-3652.
2. The student should complete the Request for Medical Withdrawal form and present supporting documentation to the Dean of Advising, Counseling, and Student Development 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.

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 Counseling office.

3. If the Dean of Advising, Counseling, and Student Development 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 program director for approval.
  4. The program director will approve or not approve the medical withdrawal.
    - a. If the medical withdrawal is approved before grades have been submitted for a class, a separate withdrawal form for each class should be completed by the program director and signed by the instructor and by the program director. [Follow departmental procedures for late withdrawals.]
- OR**
- b. If the medical withdrawal is requested after grades have been submitted for classes or in the next semester, a Change of Grade form should be completed for each class by the program director and sent forward with the Request for Medical Withdrawal form attached.
5. If approved, the appropriate forms will be forwarded to the Student Records office to officially document the withdrawal or change of grade.