



Graduate Medical Withdrawals, Leaves of Absence, and Clearance (Full Semester Withdrawal)

A request for a medical withdrawal or a medical leave of absence for one or more semesters is appropriate in circumstances where a student has a serious physical or psychiatric condition that prevents him or her from being able to carry out his or her academic responsibilities. Medical withdrawals/leaves of absence are handled through the Dean of Students Office. Readmission after a medical withdrawal/medical leave of absence requires clearance from the Medical Review Committee as well as permission from the student's academic program. Contact the Dean of Students Office (757-221-2510) for more information and clearly state that you are a graduate student.

Relevant Terms

Medical Withdrawal: Mid-semester withdrawal due to documented medical concerns.

Medical Leave of Absence: Leave taken between semesters due to documented medical concerns.

Medical Clearance: Clearance following a medical withdrawal or medical leave of absence that allows students to reenroll.

Medical Withdrawal and Medical Leave of Absence Procedure

A student must petition and receive approval for a medical withdrawal/leave before the withdrawal or leave is official. All petitions must be submitted to the Medical Review Committee (MRC), c/o the Dean of Students Office.

Required elements are a letter from the student (explaining what occurred this semester to interfere with academic and/or personal success), a completed Health Care Provider Assessment Form (found on our website), and a letter from your graduate school Dean detailing your current status and progress towards degree.

Once the Dean of Students Office receives the required elements, the MRC will review the case and make a recommendation. The Dean of Students Office will share the recommendation with the appropriate graduate school before a final decision is made.

In cases of mid-semester withdrawals, the student's transcript will show the numbers and titles of the courses for which he/she was registered in the withdrawal semester. Beside each will appear "WM," which is the abbreviation for a medical withdrawal. No notation is made on the transcript of a student on medical leave of absence.

All medically withdrawn students must receive medical clearance before being readmitted and enrolled (see below). With few exceptions, the student should not expect to be enrolled the semester following the withdrawal. If the student was in good standing and has no other encumbrances, he/she remains in good standing with the institution while away.

The student must have permission for leave from his/her school or graduate program and will have to comply with the program's requirements for readmission as well. Below are contacts within the Schools to help with this process:

- Arts and Sciences: Dean of Graduate Studies and Research, Virginia Torczon
- Education: Interim Associate Dean for Academic Affairs, Carol Tieso
- Law: Associate Dean, Liz Jackson
- Mason School of Business: Dr. Carlane Pittman for MBA programs; Ms. Linda Espahbodi for MAcc
- VIMS: Associate Dean, Linda Schaffner

Clearance Procedure

Readmission following a medical withdrawal/leave is not automatic; medical clearance is required first. Because of the documentation necessary, it is required that the student complete this process no later than the published deadline before the beginning of the semester the student wishes to return (including summer semester). Deadline dates are:

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| Fall Semester: | July 15 th |
| Spring Semester: | November 15 th |
| Summer Semester: | April 15 th |

The student is advised to contact the Case Manager in the Dean of Students Office when he/she is ready to begin the process to review expectations and timing (757-221-2510). It is wise for the student to contact his/her school or program to discuss requirements for readmission to the program. *Nothing in the Medical Clearance process dictates when and how the Graduate Program readmission process is conducted.*

Medical clearance requires the following documentation. The process will not begin until all information is received.

1. The student must explain, in writing, and document how he/she has addressed and dealt with the behaviors that caused difficulty when last enrolled.
2. A completed Health Care Provider Assessment Form (found on our website)
3. Written authorization is required, allowing the Dean of Students Office to discuss the student's return with the Graduate School, Counseling Center, Health Center, and other professionals the student has worked with in the meantime.

The Medical Review Committee will evaluate the above documentation to determine the student's readiness to reenter the College of William and Mary in a safe and successful manner. The committee members also may consult any or all of the following sources: the material submitted at the time of the student's medical withdrawal/leave; the student's record at the College; personal interview with the student; and/or follow-up with the student's health care providers. The student may expect specified conditions to accompany the medical clearance. Conditions could include, but not be limited to, continued counseling and compliance with medication management.

The cleared student will receive the conditions (if any) in a letter/contract form and, once the Dean of Students Office receives a copy signed by the student, the student will be cleared to work with his/her Graduate School for the following semester.

An important note

By granting a medical withdrawal or leave of absence, the College accepts that there were significant medical physical and/or psychological issues that interfered with the student's ability to be academically and personally successful in the designated semester. In return for this action, the College will conduct a full review for medical clearance to be assured that the medical issues have been addressed and/or are medically under control. In many cases involving medication, the College will expect to see medication stabilization for at least four months. In cases involving depression, the College will expect to see the remission of active depression as well as evidence that the student has addressed in therapy the early identification of symptoms and positive coping responses. In cases involving addiction, the College will expect to see successful treatment and six months of sobriety and/or abstinence. Students who are on medical leave for more than 12 months should expect to repetition the MRC to reestablish the need for continued medical leave.