

Medical Withdrawal Policy and Procedures

Medical Withdrawal

A Medical Withdrawal at Fort Valley State University (FVSU) is an official process that permits a student to withdraw from the academic term due to a documented medical or psychological condition that significantly limits their ability to participate in academic and social activities. The request must be supported by appropriate, date-specific documentation from a licensed healthcare provider and is reviewed in accordance with university policies and academic regulations.

Medical Withdrawal Procedure

A student requesting medical withdrawal from FVSU may do so online on the Registrar's Office homepage at <http://www.fvsu.edu/registrar>. Once the withdrawal has been initiated, the student will have until the close of business the following day to stop the process. The stop email must be received before 5:00p.m. at vpsaem@fvsu.edu.

Medical Withdrawal Process

The deadline for submissions is the last day of classes within the current semester, in which the student is enrolled.

1. Students must initiate the withdrawal process by submitting the withdrawal application and any supporting documentation by 11:59 pm on the last class day of the term/session. (*Before final exams.*)
2. The withdrawal will apply for all classes of that registered semester.
3. If the student has already taken the final exam, the student may not request a medical withdrawal.
4. A detailed written statement explaining how the medical issue has impacted the student's ability to successfully participate in their classes is required. The more specific the better.
5. Students are strongly encouraged to contact their professors/instructors and advisors to notify them of their intention to withdraw.
6. Students must provide medical documentation clearly stating a medical issue that took place on a date within the current semester, and it is required that supporting documentation from a physician or other medical provider outlining how the medical issue prevented the student from participating fully in their coursework and must also include the exact date for the withdrawal. Photos of medical incidents or documentation which cannot be verified as coming from a medical provider will not be considered. The review of the medical withdrawal cannot begin until both the students' written statement and supporting documentation have been received and verified.
7. All supporting documentation is subject to verification. If the documentation proves to be false, the University reserves the right to deny the request, to revoke the withdrawal, or refer the student to the Office of Student Conduct for providing false documentation.

8. The student, advisors (faculty or professional) and the Registrar will receive notification of the status of their withdrawal application by email. Students approved for a withdrawal will be issued a grade of "W", if they are passing the course at the time of application.
9. A Medical Withdrawal decision is only for the courses for the current semester. This does not apply to semesters retroactively.
10. Students are responsible for any balance resulting from the return of any financial aid (Title IV, Scholarship, Grants, etc.) applied to their account. The type of balance owed could include but not limited to tuition, housing and meal plan. This balance owed may impact a student's status of being in "good standing" which includes academic, financial and social status.
11. Students receiving medical withdrawal may be required to reapply for admissions depending on the timeframe and circumstances.

A student may be administratively withdrawn from Fort Valley State University when, in the judgment of the Vice President of Student Affairs and Enrollment Management or their designee, and upon review if appropriate, it is determined that the student has a physical, mental, emotional, or psychological health condition that (1) poses a significant danger or risk of physical harm to the student or to the person or property of others; (2) substantially interferes with the rights, safety, or normal operations of the University or its personnel; and or (3) renders the student unable to meet the institutional requirements for admission and continued enrollment as outlined in the Student Code of Conduct, Academic Catalog, and other official University publications.'

A student who experiences an injury or illness that prevents the completion of all classes for a given term or semester may apply for a Medical Withdrawal. A Medical Withdrawal may only be requested after the designated withdrawal date for the semester as outlined on the academic calendar and must be submitted no later than midnight on the last day of classes. Students seeking to withdraw prior to the designated withdrawal date must follow the course withdrawal process (Add/Drop) outlined in the course withdrawal policy. It remains the student's responsibility to complete the official withdrawal process in accordance with university regulations.

Approval of a Medical Withdrawal for a previous semester for the same issue does not guarantee approval in future semesters. Students are strongly encouraged to engage with the Office of Access and Accommodations to explore reasonable accommodations and supportive services that may allow continued enrollment when appropriate.

Medical Withdrawals will not be granted for reasons related to violations of the Student Code of Conduct, nor while a student is involved in a pending Student Conduct or Title IX process. Any applicable conduct or Title IX proceedings must be fully resolved before a Medical Withdrawal can be executed. However, nothing in this policy prevents a student from receiving interim or supportive measures under University's Sexual Harassment, Prohibited Conduct, and Non-Discrimination Policy.

Once the withdrawal application and supporting documentation have been submitted and reviewed, the Vice President of Student Affairs and Enrollment Management or their designee will review the entire application and provide a decision. The timeline to render a decision shall not exceed a two-week period.

Retroactive Medical Withdrawal Due to Incapacity

FVSU generally does not approve retroactive withdrawals. However, an exception may be made in extraordinary circumstances where all the following exist:

1. The student experienced severe and documented medical incapacity (e.g., coma or comparable condition)

2. The incapacity prevented the student from requesting a withdrawal during the established deadlines, and
3. No authorized individual was available to act on the student's behalf.

Students seeking consideration under this exception must:

- Submit a written request within 30 days of regaining capacity and provide comprehensive medical documentation confirming the timeframe and extent of incapacity.

All decisions are made on a case-by-case basis, and approval is at the VP of Student Affairs and Enrollment Management's discretion.

Discretionary Review

A FVSU student who is aggrieved by a final decision of FVSU may apply to the University System Office of Legal Affairs for a discretionary review of that decision pursuant to Board of Regents [Policy 06.26 Application for Discretionary Review](#) (in conjunction with [Policy 04.07.04 Appeals](#) and [Policy 08.02.21 Employment Appeals](#)). Review of the institution's final decision is not a matter of right but is within the sound discretion of the Office of Legal Affairs. Students can apply for review of any final decision EXCEPT admissions (including program admissions), residency, student grades, and traffic citations. If your matter does not fall into one of these categories, your application may still be reviewed if (1) the record suggests that a miscarriage of justice might reasonably occur if the application is not reviewed; or, (2) the record suggests that the institutional decision, if not reviewed, might reasonably have detrimental and system-wide significance.

A student who wishes to apply for a discretionary review must do so within 20 calendar days following the final institution decision by following the instructions outlined below. For questions about the discretionary review process, please contact the Office of Legal Affairs by e-mail at usg-legal@usg.edu or phone at (404) 962-3255.

Instructions for Applications for Discretionary Review:

To assure a thorough and complete consideration of your application for discretionary review, please send the following information in a single pdf to the Office of Legal Affairs at usg-legal@usg.edu:

- In five pages or fewer, please state a summary of your position why the final institution decision was in error; the relief you seek; and why intervention is appropriate.
- Submit or attach copies of any correspondence or other documents, including the final institution decision, which you believe support or otherwise relate to your application for review.
- Explain briefly and precisely on a separate page all hearings or reviews which have been held at the institution, if applicable. Include the names and titles of individuals who heard the complaint and the names and addresses of any witnesses who appeared on your behalf. If available, please include a transcript of the hearing; if not, please include a brief summary of the oral evidence presented at the hearing. Responsibility rests solely on the applicant for transcription of any entered audio evidence.
- Describe briefly any evidence that you believe supports your contentions and whether such information was considered at previous hearings.
- Provide your email address, mailing address, and telephone number.