

## Medical/Compassionate Withdrawal Process

- A medical or compassionate withdrawal request may be made in extraordinary cases in which serious illness or injury (medical) or another significant personal situation (compassionate) prevents a student from continuing his or her classes, and incompletes or other arrangements with the instructors are not possible.
- Usually, consideration is for a complete withdrawal from all courses. All applications for withdrawal require thorough and credible documentation; however, applications for less than a complete withdrawal must be especially well documented to justify the selective nature of the partial medical/compassionate withdrawal.
- A student may request and be considered for a medical withdrawal when extraordinary circumstances, such as a serious illness or injury, prevent the student from continuing classes. The medical withdrawal policy covers both physical health and mental health difficulties.
- 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 (for example, care of a seriously ill child or spouse, or a death in the student's immediate family) prevent the student from continuing in classes.
- Medical and compassionate withdrawals are submitted as a packet online through **MyCollege** in Web Advisor using the Medical/Compassionate Withdrawal link and reviewed by a designated Registrar. If appealed, the withdrawal is reviewed by the Withdrawal Committee, which is comprised of representatives from Admissions, Records, Registration & Graduation, Cashiering, Counseling, Disabilities Services, Financial Aid, Learning, and Student Life. Committee members review requests electronically on a rolling basis as they are submitted throughout the term. Students are notified of the committee's decision within 10 business days of submitting their request.
- An approved medical/compassionate withdrawal request will result in a grade of W posted on the student's transcript for the affected courses.
- Tuition refunds are refunded in accordance with [CPC Policy 7.08 Tuition and Registration Fee Refunds](#).

## Student Procedure

1. A student who is unable to continue classes for extraordinary medical or personal reasons may request a Medical or Compassionate Withdrawal. Students are encouraged to submit their requests as soon as they know they will be unable to complete their courses.
2. **The Student must submit the Request for Documented Medical/Compassionate Withdrawal form, along with supporting documentation and a written statement, through Web Advisor.** Requests must be submitted no later than 30 days after the last day of the impacted term.
  - a. Supporting documentation must demonstrate the need for the withdrawal. Supporting documentation for a Medical Withdrawal should include an original signed and dated letter from the health care provider documenting the date of the onset of illness, dates of medical care, general nature of the medical condition, why/how it prevented completion of the course work, and the date of the anticipated return to school. It must be signed by the medical provider. **Other information including, but not limited to: Medical billing, discharge instructions, X-rays, screen shots, specific medication information, patient education materials WILL NOT BE ACCEPTED.** Supporting documentation for a Compassionate Withdrawal must be accompanied by credible documentation appropriate to the individual situation (for example, obituaries or medical documentation of an immediate family member).
  - b. The written statement must be submitted by the student and include the reason for the withdrawal. This is the student's opportunity to explain how their medical or personal situation has impacted their ability to continue in their courses. **Incomplete requests that do not include all required documentation will not be processed.**
3. All Requests for Medical/Compassionate Withdrawals will be reviewed by the designated Registrar. The student will be notified of the Registrar's decision through their CCCC student email account within 10 business days of receipt of the request. If the request is approved, the Registrar will update the student's transcript to reflect the withdrawal and notify the appropriate faculty members.
4. If the request is not approved, the student has the right to appeal the decision to the Medical/Compassionate Withdrawal Committee. The student must request the appeal through email to the designated Registrar within 5 business days of receiving the Registrar's decision. The student may also submit additional documentation along with the request to appeal. The Registrar will forward the appeal to the committee, which will review the documentation and make a decision. The Dean of Admissions, Records, Registration, and Graduation will notify the student with the committee's decision within 10 business days. The decision of the Medical/Compassionate Withdrawal Committee is final.