

Montclair State University Medical Withdrawal Policy

Montclair State University students who experience physical, psychological and/or other extenuating circumstances that substantially impair their ability to function successfully or safely as a student may be eligible for a **medical** or **involuntary withdrawal**.

MEDICAL WITHDRAWAL

Dropping all classes for the semester does not constitute a medical withdrawal. A medical withdrawal determination will be based on the severity and onset of the mental or physical condition and its impact on the student's ability to attend classes and perform academically during such condition, or after requested reasonable accommodations have been provided by the University. It is expected that time away from the University will be used for treatment and recovery.

International Students: Students in F-1 or J-1 Visa status should consult the University International Services Office prior to requesting a medical withdrawal to determine the effect on his/her legal immigration status. The office is located at Global Education Center, 22 Normal Avenue.

Telephone: (973) 655-6862; E-mail: international.services@montclair.edu

Website: <http://www.montclair.edu/international>

Students considering a medical withdrawal based on mental health issues should:

1. Contact Counseling and Psychological Services (CAPS)* and request an evaluation for medical withdrawal by a CAPS counselor. The student will be expected to meet with a CAPS counselor between 1 to 3 times, depending on the care already received at CAPS and/or the documentation of the medical condition provided by an off-campus treatment provider.

*Students affiliated with the Disability Resource Center (DRC), may contact the DRC when considering a medical withdrawal.

2. If the student has received treatment from an off-campus treatment provider, the student must provide consent for CAPS or DRC and the Dean of Students to consult with those providers. If the student was evaluated and treated off-campus, CAPS or DRC will require medical record documentation or a detailed letter from the off-campus treatment provider stating:
 - Diagnosis
 - Date of onset
 - Effect of medical condition on your ability to perform academically

- Prognosis
 - Treatment plan
 - Time frame for treatment and recovery
3. After review of all medical documentation, CAPS or DRC will make a recommendation to the Dean of Students. The Dean of Students will approve a course(s) withdrawal or suggest an incomplete (IN) to the course faculty so that work can be completed at a later agreed upon time. The final decision on granting an IN for the course is made by the faculty.
 4. The student may be required to meet with the Dean of Students. If this is necessary, the Office of the Dean of Students will contact the student to schedule a meeting.
 5. The Dean of Students will inform the student in writing of approval or disapproval for a medical withdrawal.

Students considering a medical withdrawal based on physical health issues should:

1. Contact the University Health Center (UHC)* and request a medical withdrawal consultation with a clinician. The medical withdrawal process and the need for required documentation will be explained. Consent for the University Health Center to consult with on and off-campus treatment providers and the Dean of Students will be requested.

*Students affiliated with the Disability Resource Center (DRC), may contact the DRC when considering a medical withdrawal.
2. If treated off-campus, the UHC or DRC will require the following medical information from the off-campus treatment provider:
 - Diagnosis
 - Date of onset
 - Effect of medical condition on your ability to perform academically
 - Prognosis
 - Treatment plan
 - Time frame needed for treatment and recovery
3. After review of all medical documentation, the UHC or DRC will make a recommendation to the Dean of Students. The Dean of Students may either approve a course(s) medical withdrawal or suggest an incomplete (IN) to the course faculty so that work can be completed at a later agreed upon time. The final decision on granting an IN for the course is made by the faculty.

4. The student may be required to meet with the Dean of Students. If this is necessary, the Office of the Dean of Students will contact the student to schedule a meeting.
5. The Dean of Students will inform the student in writing of approval or disapproval for a medical withdrawal.

Tuition, Housing and/or Meal Refunds: A full or partial tuition refund may be granted for a medical withdrawal and will be based upon the effective date of the approved withdrawal. The Dean of Students will notify the student in writing if they are eligible for a tuition refund. The Dean of Students will inform the Bursar/Student Accounts Office, so it will not be necessary for the student to submit an Appeal Letter or medical documentation to the Bursar/Student Accounts Office.

A housing and/or meal plan refund will be based upon 1) the effective date of the approved withdrawal, 2) the return date of housing keys, and 3) the discontinued use of the meal plan.

If the student is a resident and is approved for a full withdrawal, the student must vacate University housing and return all keys within 24 hours of the approval. The resident student may contact the Office of Residential Education and Services in Bohn Hall for additional information about their housing and meal plan refund. The commuter student may contact the Meal Plan Office in the Student Center for additional information about their meal plan refund.

Grades and Registration Holds: The student will receive a WD in each enrolled course for the semester in which a complete withdrawal is approved. If the student is eligible for a 100% tuition refund based on the effective date of the withdrawal and the University's refund schedule, all enrolled courses will be deleted for the semester.

Depending upon the medical withdrawal, a **registration hold** may be placed on the student's record to ensure that the student satisfies the criteria to reenroll in accordance with this policy. The student will be informed in writing by the Dean of Students if a **registration hold** is applied. When the student is approved to reenroll at the University, the Office of the Dean of Students will remove the **registration hold**.

REENROLLMENT

University Policy requires any undergraduate student who has been away from the University for two or more semesters, to submit an Application for Undergraduate Readmission. Pursuant to University Policy, any undergraduate student who has been away from the University on an approved medical withdrawal for two or more semesters must submit an application for readmission. The Application for Undergraduate

Readmission may be obtained online from the MSU Homepage under *Apply Now* or in person from the Office of Undergraduate Admissions in College Hall. The application should be submitted by August 1 for the fall semester and December 1 for the spring semester. The student should not provide any medical information in the application or submit any medical documentation with the application.

The Dean of Students will inform all students on an approved medical withdrawal of approval or disapproval to reenroll at the University.

The student will be required to satisfactorily meet medical and administrative requirements that are outlined below.

To reenroll at the University after receiving a medical withdrawal based on mental health issues, the student must satisfy the following conditions:

1. The student must have a substantial amelioration of the psychological condition that precipitated the need for a medical withdrawal, as evidenced by:
 - a. A substantially improved condition which may be reasonably accommodated by the University if requested by the student, as defined and determined by a CAPS clinical staff, and if relevant, other treatment team members.
 - b. Once achieved in treatment, the substantially improved condition is then maintained for a minimum of 4 months.
 - c. The condition must be attested to by the completion of the CAPS Community Provider Report (CPR) form furnished by the off-campus treatment provider who has had direct contact with the student on a regular basis for a course of treatment. The CPR form should be submitted within 3 – 6 weeks of the expected return to the University.
2. Evidence the student does not pose a significant risk to the health or safety to him/herself or others which may include but not be limited to:
 - a) A substantial reduction of any behaviors that pose a significant threat to the health or safety of the student or others, including but not limited to:
 1. Suicidal behaviors
 2. Self injury behaviors
 3. Substance or alcohol abuse
 4. Food binging
 5. Food purging or any other potentially harmful compulsive behaviors used for weight management (e.g., use of laxatives, excessive exercise, etc.)

6. Failure to maintain weight at minimum of 90% of Ideal Body Weight for height

- b) Once safety has been achieved, it is maintained stably for a minimum 4 months.
- c) All of the above must be attested to by the completion of the CAPS Community Provider Report (CPR) form submitted by the off-campus treatment provider who has had direct contact with the student on a regular basis for a course of treatment. The CPR form should be submitted within 3 – 6 weeks prior to the expected return to the University.

After satisfactory documentation of the aforementioned conditions of return have been received, the Counseling and Psychological Services (CAPS) or Disability Resource Center (DRC) counselor will review the materials and make a recommendation as to whether the initial conditions of return have been satisfactorily met. If the initial conditions have been met, the CAPS or DRC counselor will contact the student to schedule a consultation appointment. After this consultation, the CAPS or DRC counselor will provide a recommendation to the Dean of Students regarding re-enrollment.

The Dean of Students may request to meet with the student. If a meeting is necessary, the Office of the Dean of Students will contact and schedule the meeting with the student directly.

The Dean of Students will inform the student in writing of approval or disapproval to reenroll at the University and to return to on-campus housing, if requested.

To reenroll at the University after receiving a medical withdrawal based on physical health issues, the student must satisfy the following conditions:

1. The student must show evidence of stabilization of the medical condition that precipitated the need for the medical withdrawal, as evidenced by:
 - a. A substantially improved condition which may be reasonably accommodated by the University if requested by the student, as defined and determined by the UHC clinical staff, and if relevant, other treatment team members.
 - b. A substantially improved condition that has been maintained for a period deemed reasonable by UHC clinicians.
 - c. The condition must be attested to by the completion of the UHC Community Provider Report (CPR) form by the off-campus treatment provider who has had direct contact with the student on a regular basis for

a course of treatment. The CPR form should be submitted within 3 – 6 weeks prior to the expected return to the University.

2. The ability to safely self-manage the medical condition, with reasonable accommodation provided by the University if requested by the student, as evidenced by:
 - a. A substantial reduction of signs and symptoms that would indicate instability of the current medical condition including, but not limited to:
 1. Blood sugar levels
 2. Breakthrough seizures
 3. Substance abuse
 4. Failure to maintain weight at minimum of 90% of ideal body weight for height
 5. Asthmatic events
 - b. Once self-management has been achieved, it must be maintained for a period of time deemed reasonable by UHC staff.
3. All of the above must be attested to by the completion of the UHC Community Provider Report (CPR) form by the off-campus treatment provider who has had direct contact with the student on a regular basis for a course of treatment. The CPR form should be submitted within 3 – 6 weeks prior to the expected return to the University.

After review of the medical documentation, the University Health Center (UHC) clinician or Disability Resource Center (DRC) counselor will provide a recommendation for re-enrollment to the Dean of Students. The student may be required to meet with the UHC clinician to discuss continuing treatment needs.

The Dean of Students may request to meet with the student. If a meeting is necessary, the Office of the Dean of Students will contact and schedule a meeting with the student directly.

The Dean of Students will inform the student in writing of approval or disapproval to reenroll at the University and to return to on-campus housing, if requested.

Resident Students: Residential Education and Services (RES) cannot hold the student's housing assignment during an approved medical withdrawal. Space is not guaranteed to the student who is approved to reenroll, but Residential Education and Services will make every effort to find suitable University housing for the reenrolled student.

Once the student is officially notified of approval to reenroll, the student must:

1. Contact the Office of Residential Education and Services by calling (973) 655-5188 or emailing resed@mail.montclair.edu to inquire about housing.
2. Pay the non-refundable \$125 Housing Application Fee by certified check, money order or credit card at the Cashier/Student Accounts Office window located in College Hall. Payment may also be mailed to Montclair State University, Student Accounts Office, Montclair, NJ 07043. Please designate Housing Application Fee on your check or money order.

Academic Advising: Once the student is approved to reenroll, the student is encouraged to contact the Center for Academic Advising and Adult Learning (CAAAL) located in Morehead Hall 131 (973 655-7114), or his or her faculty advisor to receive academic advising. If a student needs specialized academic advising and/or accommodations, he or she may consult the Disability Resource Center located in Morehead Hall 118 (973 655-5431).

INVOLUNTARY WITHDRAWAL

The Dean of Students may place a student immediately upon **involuntary withdrawal** who either: 1) creates a significant risk to the health or safety of the student or others, or 2) violates subsection “O” within the University’s Student Code of Conduct which states:

O. Infliction or Threat of Bodily Harm

1. *No student may intentionally inflict bodily harm upon any person, including oneself.*
2. *No student may intentionally take any action for the purpose of inflicting bodily harm upon any person including oneself.*
3. *No student may intentionally take any action with reckless disregard for the fact that bodily harm could result to any person including oneself.*
4. *No student may perform any intentional act that creates a substantial risk of bodily harm to any person including oneself.*
5. *No student may threaten to use force to inflict bodily harm upon any person including oneself.*

In evaluating whether a student should be placed upon involuntary withdrawal, an individualized and objective assessment will be made of the student’s ability to safely participate in the University’s academic programs in consultation with CAPS taking into consideration the following: 1) the nature, duration and severity of the risk of harm, 2)

probability that the risky behavior will actually occur, and 3) whether reasonable accommodations requested by the student can be provided by the University that reduces the risk of harm.

The Dean of Students will inform the student in writing that he or she has been placed upon **involuntary withdrawal**. The student shall be provided the due process rights described below if the student wishes to contest the decision by the Dean of Students to place the student upon involuntary withdrawal.

Tuition, Housing and/or Meal Refunds: A full or partial tuition refund may be granted for an involuntary withdrawal and will be based upon the effective date of the approved withdrawal. The Dean of Students will notify the student in writing if they are eligible for a tuition refund. The Dean of Students will inform the Bursar/Student Accounts Office, so it will not be necessary for the student to submit an Appeal Letter or supporting documentation to the Bursar/Student Accounts Office.

A housing and/or meal plan refund will be based upon 1) the effective date of the approved withdrawal, 2) the return date of housing keys, and 3) the discontinued use of the meal plan.

If the student is a resident and is approved for a full withdrawal, the student must vacate University housing and return all keys within 24 hours of the approval. The resident student may contact the Office of Residential Education and Services in Bohn Hall for additional information about their housing and meal plan refund. The commuter student may contact the Meal Plan Office in the Student Center for additional information about their meal plan refund.

Reenrollment from an **Involuntary Withdrawal**

To reenroll at the University after an **involuntary withdrawal**, the student will be required to:

- 1) Meet with the Dean of Students.
- 2) Meet with Counseling and Psychological Services or the University Health Center, as appropriate.
- 3) Demonstrate he/she followed a treatment plan, submitted periodic reports of his/her progress and the behavior which created a direct threat of harm to the student's self or others can be eliminated through reasonable accommodations requested by the student.
- 4) Provide written consent for the University to speak to the student's treatment providers.

- 5) Provide all documentation requested by the University to verify the threat of harm to the student's self or others has been eliminated or can be eliminated through reasonable accommodations request by the student.

The Dean of Students will inform the student in writing of approval or disapproval to reenroll at the University and to return to on-campus housing, if requested.

DUE PROCESS RIGHTS

A student may be placed on an Involuntary Withdrawal pending a hearing.

For students placed on Involuntary Withdrawal, the Dean of Students will provide the student with written notice that he/she has been placed on Involuntary Withdrawal with an explanation. The student will be provided an opportunity to meet with the University Coordinator of Student Conduct and the Dean of Students within two (2) days of receipt of such notice so that the student may contest the University's decision. Within two days after such meeting, the Dean of Students shall notify the student whether the University's decision to place the student upon Involuntary Withdrawal has been affirmed or changed. If, as a result of such meeting, the Dean of Students' decision to place the student upon Involuntary Withdrawal has been affirmed, the student shall be provided a hearing as described below.

The student placed on Involuntary Withdrawal may request a hearing to contest the Dean of Student's decision where he or she shall be provided an opportunity to present documents and testimony. During the hearing, the Dean of Students and/or the Conduct Officer will present information on behalf of the University. The student may represent himself, or be represented by a person of his/her choice. A panel of three (3) persons employed by the University comprised of professionals from CAPS, UHC and/or DRC, and a faculty, staff or administrator of the University, shall hear the evidence. The hearing shall be scheduled within 5 days of receipt of the student's request for a hearing and the panel shall render a decision within 3 days of completion of the hearing. The student shall be informed of the hearing panel's decision within 2 days after it is rendered.