

READ VERY CAREFULLY

REQUESTS FOR ACADEMIC RELIEF: POLICIES and GUIDELINES

- Requests for academic relief will be reviewed by the Medical Review Advisory Committee.
- In order to qualify for a recommendation the student must have **documentation** showing that he or she has a significant medical problem which has **substantially interfered** with the student meeting his/her academic responsibilities.
- Once Academic Relief is granted during a semester, additional relief will not be considered unless a newly documented illness has occurred.
- Extended illness with evidence of medical treatment on or off campus, essential surgery, periods of hospitalization for medical treatment, injuries requiring extended treatment, with related treatment by a physician may qualify for a recommendation for academic relief.
- While it is understood that students may be involved in many situations that are stressful and distracting that interfere with studying and other academic responsibilities, it is not within the authority of the committee to make recommendations for academic relief based on extenuating circumstances (ex. death of a family member or their illness) which may or may not be beyond the student's control.
- **Under most circumstances recommendations for retroactive course drops or withdrawals are not considered.** Under circumstances where the student was hospitalized or otherwise disabled at the time when this decision would have been made, the student's case will be reviewed at the request of their Dean. **In any case retroactive requests will not be considered beyond the past calendar year.** Thorough and complete medical documentation will be required and, as always, the Dean retains final authority in these decisions.

If the committee decides that the student qualifies for academic relief, a recommendation letter will be written to the student's Dean. While the final authority and decision for academic action remains with the Dean, the committee may offer suggestions as to what action the Dean might take such as dropping a course, being allowed to take incompletes, delaying exams or in some cases withdrawing from school for medical reasons. **Withdrawal from the University for medical reasons requires a hold of readmission until the student provides a letter of recommendation from the treating professional supporting the student's return to the University.**

The committee will review your medical record at the Schiffert Health Center. Other documentation from off campus physicians should be provided to the committee for consideration **prior** to the committee meeting. You may be contacted by the committee to clarify information in your request or to consider other alternatives. Notification will be sent by email to the student of the committee's decision. Students must pick-up letters of recommendation and take to their dean for processing.

ACADEMIC RELIEF REQUEST FORM

Date: _____

1. Name: _____ ID#: _____

2. Campus Address: _____

Permanent Address _____

3. Telephone# _____ Work# _____ E-mail _____

4. College: _____ Circle Class: FR SO JR SR GRAD

5. Overall GPA: _____ GPA Previous Semester: _____

6. How many classes have you missed this semester because of an illness? _____

7. How many visits have you had to Schiffert Health Center this semester? _____
Other health care facilities? _____ Do you have documentation to submit? _____

8. Have you been hospitalized this semester? (If so, where and why?)

How many days? _____

9. Is this the first time you have applied for academic relief? _____ Yes _____ No

If no, what other semester(s) have you applied for relief? _____

(If you have applied for relief for three consecutive semesters you must make an appointment with the Medical Review Advisory Committee)

10. Describe the illness and how it has impacted your academic performance. _____

11. What strategies did you use to resolve the problem before making this request? (ex. Workshops, study groups, professor's help) _____

12. What are you doing now to improve your academic success? _____

13. What are your academic goals and how do you plan to meet them?

What type of academic relief are you requesting? Check all that apply.

Medical Withdrawals (**Medical withdrawals require a hold of re-admission pending evidence of treatment.**)

Incompletes (**recommended incompletes must be approved by instructor and requests for an incomplete must be made prior to last day of classes for the semester in which the class is being taken.**)

Course drops

Additional Probationary Semester

Please specify course and number and CRN number for course drops and incompletes: (ex. MATH 1526 13243)

I have read and understand the policies and guidelines. I grant permission to the Medical Review Advisory Committee of the Schiffert Health Center to contact me to clarify my request for academic relief and to review my Schiffert Health Center Medical Records and Student Services with Disabilities Records.

Signature _____ **Date:** _____
Approved 8/29/06

College of _____

Advisement for Academic Relief – Schiffert Health Center

Name: _____
I.D.# _____
Address: _____
Telephone: _____
E-mail: _____

Specify semester for requested academic relief: _____

I am requesting the following academic relief through the Medical Review Advisory Committee.

Medical Withdrawal _____

List Course number and CRN number (e.g. Math 1526- 13243)

Course Drops _____ Incompletes _____

Additional Probationary semester _____

I understand that the Medical Review Advisory committee will keep all personal/medical information confidential and that it will not be shared or discussed with academic officials.

Student _____ Date _____
Signature

I have reviewed the student’s request and have the following comments regarding their academics:

Academic Dean/Advisor _____ Date _____
Signature

If you are an **Undergraduate International student** you need to obtain a signature from Cranwell. If you are a **Graduate International student** you need to obtain a signature from an international advisor at the Graduate School.

Signature Date _____

This form should be returned to Room 216 McComas Hall to begin application for Academic Relief