Medical Withdrawal and/or Leave of Absence Instructions

This procedure is applicable to graduate students at the Anschutz Medical Campus only and is modelled after the University of Colorado Denver Office of Case Management’s procedure.

Withdrawal Eligibility

If you have been diagnosed with a physical or psychological medical condition that significantly impacts your safety or ability to be academically successful, you may request a full-term medical withdrawal from all your classes. You (or your program) may be eligible for a tuition refund with an approved medical withdrawal. You may request a medical withdrawal in the current term (any time up to the posting of final grades) or retroactively, but tuition will not typically be refunded for withdrawal requests made more than 6 months after semester end.

To be eligible for a medical withdrawal, students typically must have:

• been hospitalized for mental or physical health reasons.
  OR
• been seeing a licensed medical or mental health practitioner for an extended period; care provider must recommend withdrawal from all courses.

Medical Leave of Absence

Anschutz Medical Campus graduate students are typically not allowed to simply not enroll in classes. As such, if you will be away from your studies for more than the term for which you are requesting withdrawal, you must also request a leave of absence (LOA). The LOA will typically begin in the semester after your medical withdrawal and can be granted for up to three semesters.

You may also request a medical LOA without a full-term medical withdrawal.

Documentation Required to Request Withdrawal and/or a Medical Leave of Absence

1. Letter or email from you to the Assistant Dean that includes the following:
   • the semester from which you wish to withdraw and/or begin LOA
   • detailed description of your medical issues and how they have prevented you from successfully completing the semester for which you are requesting a medical withdrawal or will impact your academic performance moving forward
   • additional sources of support (e.g. Disability Resources & Services, Veteran Student Services, International Student & Scholar Services, CARE Team)
   • last day you attended class or engaged in academic activity (including in the lab)

2. Letter on official letterhead from your licensed care provider to the Assistant Dean that outlines the following:
   • general nature of your medical condition and how it impacted performance as a graduate student
   • the dates you were under the provider’s care (or hospitalized)
   • rationale supporting the need for a medical withdrawal and/or leave of absence
   • date of your anticipated return to your studies and/or research

3. Authorization for Release of Medical Information form designating the Graduate School as a recipient for medical information from your licensed care provider.

4. Financial Aid Withdrawal Information Sheet indicating your understanding of the financial aid implications of a full-term withdrawal. (There is an option on the form for if you don’t take financial aid.)

5. Leave of Absence form if you are going to be away for more than one term.

Effective 5/5/17
6. Letter from your program director and/or advisor to the Assistant Dean indicating support for the withdrawal/leave as well as any expectations or considerations related to return, including but not limited to:
   - stipend end date (if applicable)
   - insurance coverage
   - continued relationship with mentor
   - future sources of funding
   - milestone exam timing

**Important Considerations**
- **Your privacy is important to us.** As such, no one outside the Graduate School leadership (deans) will access your medical documentation, which will be stored in a “Confidential” folder in your student file, which has extremely limited access already.
- It is especially important for you to have access to your health care provider when taking a medical withdrawal and/or leave of absence. Please ask about your health insurance.
- Due to the nature of research and funding cycles, the research landscape is constantly changing and as such, your opportunities for research and funding may not be the same upon your return. This is a very important discussion to have with your advisor and/or your program director, particularly if you are a fully-funded PhD student.
- Medical withdrawals and/or leaves of absence do not automatically extend the time limit for graduate students to complete their degrees, although it may be included in an extension request, if needed.
- We will collect and hold your student badge during your leave of absence. In some cases, your badge may be inactivated and reissued upon your return. You must also return any university property (keys, computers, etc.).

**What to Expect**
The Assistant Dean will collect and review your documents and will contact your care provider to verify the authenticity of the letter. She will also contact your program director, advisor and program administrator, as we all work closely as a team in these situations. She may also contact your HR liaison regarding your stipend end date, if appropriate.

A hold will be placed on your academic account that will prevent you from enrolling until you are ready to return and complete the process outlined below.

**Process and Documentation Required to Return**
1. Schedule a meeting with your advisor and/or program staff as soon as you think you will return from a Leave of Absence. Because LOAs can only be granted on a full-semester (not monthly) basis, you will return at the beginning of an academic semester. We strongly recommend planning your return at least one month in advance.
   - If you are a doctoral graduate student, it is especially important that you work out the details of your return regarding research and funding.
2. Letter on official letterhead from your licensed care provider to the Assistant Dean that outlines the following:
   - your medical fitness to return to your studies
   - how your condition may continue to affect your performance
   - recommendations (if any) for ongoing care or support you may need
3. If ongoing support is required, please contact the Office of Disability Resources & Services to ensure that any requested accommodations are approved and in place before your return.