



College Designee Medical Withdrawal Checklist

Students may experience life circumstances or medical conditions that compromise their health, safety, or academic success. In such circumstances, students may need to leave the university and resume the pursuit of their academic and co-curricular goals at a later time.

When such circumstances arise after official deadlines to withdraw from classes and/or receive a financial adjustment, students may request a withdrawal for medical reasons or extraordinary life circumstances by writing to the Associate Dean or designee of their college, or the Graduate School (for graduate students).

[For more Information](#)

College Designee Responsibilities

What is the Student's requested action?

Term Withdrawal

- a. Fill out the Medical Withdrawal form.
- b. Financial Adjustment form if needed.

Course Drop

- a. Fill out the Medical Withdrawal form and the Add/Drop/Swap Form.
- b. Financial Adjustment if needed.

- College Designee reaches out to instructors for last dates of academic engagement in each course.
- Contact Financial Aid for Impact statement
- If requesting a Financial Adjustment, the attached Financial Adjustment form **MUST** be included with these requests.
- Provide recommendation to the Medical Withdrawal Committee.

University of Maine Medical Withdrawal Committee Responsibilities:

To Review the documentation and recommendation from the Associate Deans and Graduate school, and approve medical withdrawals for processing if there is enough to support the recommended decision.

*** Both the College Designee and the Student Medical Withdrawal Packets must be sent at the same time to be reviewed by the Medical Withdrawal Committee.**



Medical Withdrawal

To be filled out by the College representative.

Student ID #

Student Name

Career

UGRD

GRAD

Program (College)

Plan (Major)

Withdrawing from Semester? Yes No

**If No Fill out Course Add Drop Form*

Withdrawal Term

ex. Fall 2022

Last Date of Attendance

Financial Adjustment Requested? Yes No

**If yes complete Financial Adjustment Form and include recommended adjustment.*

Cancel Future Term Enrollment? Yes No

Comments:

****All forms must be included for this to be processed.***

Request for Financial Adjustment

Refund Policy Appealed (check one)

Add/Drop Refund Policy

Withdrawal Refund Policy

Medical Withdrawal

Part A – To be completed by Student

Name

Student ID #

Student Signature

Part B - To be completed by University Administrator

Semester:

FALL

SPRING

SUMMER

YEAR:

All Courses

Class Numbers:

Credit Hours:

Course Designator(s):

Effective Date:

Recommendation (*include recommended adjustment*):

Printed Name & Title

Signature of Administrator/Designee

Date

Part C - Financial Aid Review

Appeal Has No Effect on Financial Aid

Financial Aid Will Be Affected see attached:

Financial Aid Office Contact Signature

Date

Part D - To be completed by University Administrator

Appeal is:

Approved

Not Approved (see Remarks)

Bursar or Designee

Date

Remarks:



Course Add/Drop Request

Please see information on back

Do not use this form if the student is withdrawing from the University

Student is responsible for any financial aid implications arising from these adjustments

Student Name: _____ Student ID#: _____ Term: _____
Last Name First Name Student's Date of Birth

Program (College): _____ Plan (Major): _____

Student's Signature: _____ Today's Date: _____ International Student? _____

Please note that the effective date is for academic reasons only and does not impact student billing.

<input type="checkbox"/> Course Add (A) or Drop (D) – circle correct code(s) below			Instructor or Unit Administrator Signature <small>(as required by Dean/Director)</small>
A	D		
A	D	Class Number: _____ Credits: _____	
		Course (ex. ENG 101): _____ Course Section: _____ Effective Date: _____	_____
A	D	Class Number: _____ Credits: _____	
		Course (ex. ENG 101): _____ Course Section: _____ Effective Date: _____	_____
A	D	Class Number: _____ Credits: _____	
		Course (ex. ENG 101): _____ Course Section: _____ Effective Date: _____	_____
A	D	Class Number: _____ Credits: _____	
		Course (ex. ENG 101): _____ Course Section: _____ Effective Date: _____	_____
<input type="checkbox"/> Course Section Change Course (ex. ENG 101): _____ Change from Section: _____ to Section: _____			_____
<input type="checkbox"/> Credit or Grade Option Change Class Number: _____ Course (ex. ENG 101): _____ Course Section: _____ Change Credits from _____ to _____ Grading Option from _____ to _____			_____

Advisor Signature OSR Date

Dean's Office Signature Date

A Financial Adjustment is Being Requested⁶

FOR ADMINISTRATIVE OFFICE USE ONLY

Course Drops may jeopardize financial aid (1-1324), veteran's benefits (1-1316) or athletic eligibility status (1-1047); please consult with these offices.

Please note that if no effective drop or add date is indicated, we will use the date the Dean's Office signed this form.

Backdating will not give any financial adjustments – the appropriate forms must be completed for any financial adjustment.

Refund Requests: With the exception of course swaps and section changes, before a refund is requested, the action must be checked with the Office of Financial Aid to determine the impact on the student. If a refund is in the student's best interest, the request is done via Bursar's Office Refund Form. Forward both the refund request form and this form to the Bursar's Office.

Academic Record Implication Notes: Refer to the Academic Year Calendar for how course drops and term withdrawals are noted on a student's transcript. This information is also available in MaineStreet.

Procedure Notes:

1st & 2nd Thirds of the Semester:

Dean's Offices have permission to do course adds, course drops and grading option changes as long as no refund is involved, and no back dating so that a grade of "W" or "F" does not appear on the student's record.

However, this form must be completed for the following:

- Any Course Drop/ Term Withdrawal where a financial adjustment or student refund appeal forms are being submitted
- Any Course Drop/Term Withdrawal that needs backdating for academic record reasons
- All Section Changes, Course Swaps & Credit Hours Changes

Note: Any course swaps after the 1st third will need justification

During the 3rd third

All course changes must be done via completion of this form.