

Withdrawing from the University During a Semester

Undergraduate students who intend to withdraw from Eastern Mennonite University shall schedule a meeting with the Assistant Provost for Student Success (Campus Center, 321) who determines the official withdrawal date. It shall be no later than the date the student meets with the APSS, but may be earlier. The official withdrawal date is based on class attendance dates and other extenuating circumstances. A student who withdraws during the semester must complete an application for readmission prior to re-enrollment.

Medically Excused Withdrawal

Medically Excused (including what was previously known as Medical Leave) status is available for undergraduate students who, due to a documented concern that is affecting their personal health, are unable to complete all or some of their coursework during a semester at Eastern Mennonite University. Medically excused status is usually only requested during the final 40% of the semester, after the traditional withdrawal period is over.

A student requesting medically excused status should meet with/contact the Assistant Provost for Student Success (email, phone, etc.) and complete the medically excused application form. The application requires documentation from a health care provider or verification from an appropriate university official (Dean of Students, Title IX coordinator, etc.). After documentation has been received, the Assistant Provost for Student Success will meet with the CARE Team to determine if the application for medically excused status is accepted.

Students requesting medically excused status may need to apply for readmission (as a re-admit student) through the Admissions Office, which will contact the Dean of Students for approval of fitness to return to campus through the process described below. The Dean of Students may consult other university officials during this readmission process. The re-admit application is free and does not require a student to resend any admissions documentation, unless they attend another institution during time away from EMU.

A request for medically excused status for the current semester should be made prior to the last week of class in the fall or spring semester, or prior to the last day of class in summer term. Requests made after the last week of classes may only be made if there are extraordinary circumstances that prevented the student from requesting medical leave/excused status.

Students may request a retroactive medically excused status if they experienced extraordinary medical or personal problems during a semester. Within two years of having completed such a semester, a student may petition the Assistant Provost for Student Success to receive a retroactive medically excused “W” in some or all classes taken during the term. The petition must include clear and documented evidence. The Assistant Provost for Student Success will consult with the CARE team to determine if the retroactive withdrawal will be granted. If it is granted, all grade changes requested during the term in question will be changed to a “W”.

¹-If the Assistant Provost for Student Success is unavailable, the Dean of Students may complete the medically excused process.

Unofficial Withdrawal

If a student has not attended a course/ courses on a regular basis (has multiple absences over a period of at least two weeks) and has not responded to efforts by the instructor or other EMU personnel to address the absences, the university registrar may administratively withdraw the student from the course(s.) The Primary Designated School Official will be consulted regarding the potential withdrawal of an international student.

Any decision to unofficially withdraw a student will be referenced with the Assistant Provost for Student Success and made in consultation with the instructor of the course(s) involved. The withdrawal date will reflect the final date the student attended the course(s) according to instructor records.

For all types of withdrawals or leaves, refunds (if applicable) will be finalized by the business office according to written protocols in consultation with the financial aid office after the withdrawal or leave form has been completed and submitted to the business office. Students are generally required to check out of the residence hall within 48 hours of completing the withdrawal process or may be required to leave sooner in the case of an unofficial withdrawal. At the time of withdrawal or leave, their ID will be deactivated and they will no longer have card access to residence or dining halls.

Leaving or Withdrawing while Subject to Disciplinary Processes

A student who leaves or withdraws from the university in the midst of a disciplinary process remains subject to disciplinary procedures and outcomes. Outcomes may be determined whether the student is present for a disciplinary hearing or is absent.