

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Student Medical Appeal

Policy Number: 6.24

Is this policy new, being reviewed/revise, or deleted? Review/Revise

Date of last revision, if applicable: 1/29/2019

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): This policy establishes the process of evaluation and resolution of all student medical appeals.

Reason for the addition, revision, or deletion (check all that apply):

- Scheduled Review Change in law Response to audit finding
 Internal Review Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy: N/A

Specific rationale for each substantive revision:

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

Judith Kruwell, Interim Vice President for Finance and Administration
Michaelyn Greene, Director of Treasury and Student Business Services
Mickey Diez, Registrar
Damon Derrick, General Counsel

Student Medical Appeal

Original Implementation: January 29, 2019

Last Revision: *February 1, 2022* ~~None~~

Purpose

This policy establishes the process of evaluation and resolution of all student appeals to drop or withdraw from one or more classes due to medical reasons that prevent the student from completing the semester/term.

General

*Students wishing to drop or withdraw from one or more classes due to medical reasons that prevent the student from completing the semester/term may submit a medical appeal. ~~Approved medical appeals may be granted for medical conditions that prevent the student from completing the semester/term.~~ Medical appeals are not intended to shield a student from unsatisfactory academic progress. Medical appeals will be considered by a committee comprised of the registrar *or his/her designee* and other appropriate university officials.*

The following rules apply:

1. Medical ~~withdrawal~~ *appeal* requests must be ~~made~~ *submitted* to the Office of the Registrar within six months of the semester/term affected by the medical condition.
2. The medical condition must have occurred to the student.
3. Upon receipt of the completed medical appeal, the committee has 30 days to make a decision.

Specific procedures and the appeal form for making an appeal are located at the *Office of the Registrar's office*.

Cross Reference: None

Responsible for Implementation: Provost and *Executive* Vice President for Academic Affairs

Contact for Revision: Registrar/*Director of Treasury and Student Business Services* ~~Controller~~

Forms: Request for Medical ~~Withdrawal Appeals are~~, available *through* ~~in~~ the registrar's office

Board Committee Assignment: Academic and Student Affairs Committee