



Policy Title	Medical Withdrawal Policy
Policy Number	4030
Category	Student
Applicability	College-wide
Responsible Office	Vice President for Student Affairs
Effective Date	July 7, 2025

I. Policy Statement

Suffolk County Community College seeks to ensure an equitable environment for all students. A Medical Withdrawal request may be granted upon request to any credit-bearing student who is unable to attend class(es) for an extended period of time due to a serious documented illness, injury, medical or mental health condition.

II. Rationale

The purpose of this Policy is to provide an equitable procedure for permitting a student to withdraw from one or more of their credit-bearing course(s) for documented medical reasons.

III. Scope and Applicability

This Policy governs medical withdrawal from credit-bearing courses and applies college-wide to all students in credit-bearing courses.

IV. Responsible Office/Executive

The Associate Deans for Student Affairs and Vice President for Student Affairs have responsibility for the implementation and review of this Policy. Individuals with questions about this Policy should contact the Office of Student Affairs for more information.

V. Definitions

- A. Student:** any person who attends Suffolk County Community College in credit-bearing courses.
- B. Adjustment to Financial Liability:** refund or adjustment of financial liability of a percentage of tuition and refundable fees paid.
- C. Academic Standing:** students are considered to be in good academic standing unless they have been academically dismissed and their matriculation status has been rescinded.
- D. Satisfactory Academic Progress:** Federal and state aid programs require students to achieve minimum progress standards, as described in more detail in the [College Catalog](#).

VI. Related Administrative Procedures

To request a Medical Withdrawal, students should follow the procedure outlined below:

1. Request a Medical Withdrawal, in writing, from the Associate Dean for Student Affairs. The request must include a doctor's (or other appropriate healthcare provider's) letter on official medical documentation, indicating a serious extended medical condition and period of time that the student cannot attend college.
2. In the event that a student is incapable of requesting a leave, the request may be submitted by a parent, spouse, or other appropriate individual. In such cases, documentation of the student's incapacity must be provided by the appropriate health care provider.
3. The Associate Dean for Student Affairs shall have the final authority to determine whether the request for a Medical Withdrawal is granted. The student, or appropriate individual, shall be notified of the outcome.
4. In the event that a Medical Withdrawal is granted, the Associate Dean shall:
 - a. complete the class withdrawal process for the student (i.e., if indicated and not previously completed); and
 - b. if the student is in a restricted curriculum, Admissions and the program's chair or coordinator will be advised.¹
5. Note that being granted a Medical Withdrawal during a semester does not mean that there will be an adjustment to their financial liability or that a student's academic standing and satisfactory academic progress (rate of progress), or financial aid will not be negatively impacted. Accordingly, students should be aware that existing policies will be followed in making these determinations. Whenever possible, students are strongly encouraged to determine the consequences of withdrawing during a semester before requesting a Medical Withdrawal.
6. If a student wants to be considered for an adjustment to liability, the student must file for consideration from the Associate Dean's office.
7. Only under extreme medical circumstances will consideration of a medical withdrawal be reviewed within five business days from the official last class day of the semester and will include the Campus Associate Dean Student Affairs.

VII. Cross-References

- [Refund Policy](#)
- [Request for a Refund/Adjustment of Financial Liability Policies, Procedures, and Guidelines](#)

¹ Note that such a leave maintains the date of matriculation and, if a seat is available, may give the student preference for readmission into the program.

- [Policy 3002: Matriculation Policy](#)
- [Policy 3205: Withdrawal Policy](#)
- College Catalog (includes policies and information on grading, academic standing, satisfactory academic progress, program requirements and progression, and other academic and student policies)

VIII. References

- Middle States Commission on Higher Education (MSCHE) [Standard II](#), [Standard IV](#)

IX. History / Revision Dates

Adoption Date: March 3, 2025 (replaced the prior Medical Leave Policy last updated January 8, 2002 and policy statement regarding the recording of the ‘W’ grade for a medical leave)

Revised: July 7, 2025 (minor housekeeping updates)