Medical Withdrawal Policy
Updated December 15, 2022

Bloomfield College is committed to the academic success and well-being of our students. Students who experience physical and/or mental health issues that substantially impair their ability to function successfully or safely as a student may be eligible for a medical withdrawal for a specific semester. Dropping all classes for the semester does not constitute a medical withdrawal. A medical withdrawal determination will be based on medical documentation provided to the Office for Students with Disabilities (OSD).

**International Students:** Students in F-1 or J-1 Visa status should consult the Admissions International Student Representative prior to requesting a medical withdrawal to determine the effect on his/her legal immigration status. The office is located at 1 Park Place, Bloomfield, NJ.

**Veteran Students:** Students utilizing Veteran’s Benefits should contact the School Certifying Official in the Registrar’s Office to determine the effect of a medical withdrawal on his/her benefit eligibility. The office is located on the first floor of Knox Hall.

**Request for Medical Withdrawal**
Students considering a medical withdrawal should:

1. Contact the Office for Students with Disabilities (OSD) at ext. 1654 and fill out the appropriate Medical Withdrawal Application.

2. The student must provide OSD with medical record documentation or a detailed letter from the off-campus treatment provider stating:
   - Diagnosis
   - Date of onset
   - Effect of medical condition on your ability to perform academically
   - Prognosis
   - Treatment plan
   - Time frame for treatment and recovery
3. After a review of all of the medical documentation OSD will make a recommendation to the Dean of Student Affairs and Associate Dean of Academic Affairs for a medical withdrawal in the current semester. Medical withdrawals will only be granted in a current semester and will not be approved retroactively, except in extenuating circumstances.

The Director of OSD will notify the student in writing of an approved medical withdrawal. A full medical withdrawal will require that all semester courses are *withdrawn or *dropped. Courses that are withdrawn will be noted as WN on the student's transcript; courses that are dropped will not appear on the transcript.

*Drop and Withdrawal semester dates can be found on Academic Calendars on our website.

**Charge Adjustments Based on a Medical Withdrawal:** A student may be eligible for a full or partial tuition and room/board charge adjustment based on the effective date of the medical withdrawal.

If the student is a resident and is approved for a medical withdrawal (all semester courses are withdrawn or dropped), the student must vacate their campus residence and return all keys to Residence Life within 24-48 hours of notification.

**Return from Medical Withdrawal**
In order to return following a semester with an approved Medical Withdrawal, students must supply OSD with medical record documentation or a detailed letter from the off-campus treatment provider stating that they can return to academic classes and/or campus housing. The Director of OSD will alert the Registrar and Student Affairs when the return is approved.