



MEDICAL/NON-MEDICAL LEAVE/WITHDRAWAL FORM

INSTRUCTIONS

- 1. Complete the student information section. A response will be sent to the address provided.
2. Complete the semester/term information and include your last date of class attendance.
3. Write and attach a short personal statement to explain and include the following:
a. The extenuating circumstance;
b. How this appears on your academic record? (W grades, F, no record, etc.);
c. Documentation of the medical circumstance, medical care, and/or hospitalization.
4. If you have received financial aid, contact the Director of Student Financial Services to discuss the implications of this request.
5. If you are a Veteran, please meet with the Veterans Coordinator to discuss the implications of this request.
6 Return completed Medical/Non-Medical Leave/Withdrawal Form and all associated attachments to the Office of the Registrar. The deadline for submission is the final day of instruction for the semester/term in question.

CHECKLIST

- Personal statement attached Yes No
Medical documentation attached Yes No
Other documentation attached Yes No N/A
I have met with Director of Student Financial Services Yes No N/A
I have met with the Veterans Coordinator Yes No N/A

STUDENT INFORMATION

Name: Last First MI ID Number:
Address:
Phone: Personal Email:
Student Signature: Date:

TERM INFORMATION

Semester: Fall Spring Summer Year:
Last date you attended class: Expected Semester/Term of Return (Term/Year):
I do not plan to return to Rivier University

SIGNATURES

Director of Student Financial Services, Date

Veterans Coordinator, Date

Registrar, Date

Official withdrawal date will be determined by the Office of the Registrar based on student's first notification to the University or the effective date, whichever is latest. The University recognizes that in certain circumstances a health issue may so significantly impact a student's academic work that a Medical/Non-Medical Leave/Withdrawal for the semester/term is needed. If requesting a Medical Leave/Withdrawal, the student must complete this Medical/Non-Medical Leave/Withdrawal Form, provide written evidence from a Physician or Healthcare Provider and a written personal explanation to the Registrar. This must be completed in a timely manner and no later than the last day of class in any given semester/term. If granted, normal withdrawal grading policies will be followed.