

The Medical Stop-Out Program - Undergraduate

What is the Medical Stop-Out Program?

The Medical Stop-Out Program allows undergraduate DU students to take a leave of absence due to a serious medical condition. By completing this process, students formally withdraw from the University, but are guaranteed re-entry if they return within four academic quarters. In addition, tuition for the term in which the student is enrolled (if applicable) will be refunded and Academic Advising will notify relevant departments that the student is stopping-out. To return to the University, the student's health care provider must certify that the student's medical condition permits returning to school. Students who have stopped-out will be mailed all their registration materials one quarter prior to their scheduled return and will be able to register during priority registration.

If you are planning to study abroad before returning to classes at DU, you must work with the Study Abroad office and you must re-enter the University before starting classes at another school. We also must receive medical clearance from your health care provider that you are ready to resume full time study AND that you are able to study abroad before we will approve your re-entry. Credits earned on a study abroad trip while you are stopped-out will not transfer.

Instructions on enrolling in the Medical Stop-Out Program:

1. Prior to the end of the 6th week of the term, if you are registered for classes that you need to withdraw from, please fill out a Withdraw form. You can fill out the form online through the myWeb tab of webCentral. You can also obtain a copy from the Office of the Registrar or from their website, <http://www.du.edu/registrar/>. After the end of the 6th week, you will need to work with an adviser on withdrawing from courses. If you need help with this process, please let an adviser know.
2. Complete the attached stop-out form and survey and submit to Academic Advising (Driscoll South, Suite 30).
2 APPROPRIATE MEDICAL DOCUMENTATIONS must be submitted to the Associate Provost for Academic Resources, and shall include the following:
 - a. **A signed, dated letter on letterhead from a medical care provider appropriate for the medical condition indicated.**
 - b. **Diagnosis of the condition, indicating confirmation that the condition is serious enough that the student should not be attending classes and/or cannot complete coursework.**
3. If the materials above are completed before the end of the 8th week of the term, all courses will be dropped, relevant departments (see Clearance form) will be notified on the student's behalf, and tuition refunded.
4. Signatures from instructors are not necessary.
5. If the materials are completed after the end of the 8th week of the term but prior to the end of the term, the student will need to submit a Petition for Exception to Academic Policy. If the petition is approved, the courses will be dropped, departments notified, and tuition refunded.

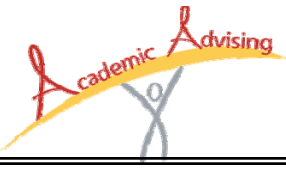
Returning to the University

1. To be eligible to return, the student must be cleared by an appropriate health care provider. Submit a dated letter on the health care provider's letterhead that indicates that, at the time of evaluation, the student is medically able to return to the University.
2. Submit a completed Application to Re-Enter, available from Academic Advising or online at <http://www.du.edu/car/advising/readmitform.pdf>. The Application will also be mailed along with registration materials.
3. All registration materials will be sent to you one quarter prior to your scheduled return. You will be able to register via Webcentral, webcentral.du.edu. Contact the Office of the Registrar, 303-871-2284, with login difficulties.
4. If your address changes while you are on stop-out, it is your responsibility to contact us with the new information.
5. If you choose to return to DU earlier or later than expected, please give us a call.

For questions, please contact:

Academic Advising
University of Denver
2050 E. Evans Avenue, Suite 30
Denver, CO 80208
(303) 871-2455
(303) 871-3331 (fax)
advising@du.edu

Good Luck! We look forward to your return.



DU Medical Stop-Out Form



Name: _____ Student #: _____

DU Email: _____ Other Email: _____

Withdrawing for: (circle one) Fall Winter Spring Summer 20 _____

Returning for: (circle one) Fall Winter Spring Summer 20 _____ (a quarter **MUST** be indicated)

Local Address

Street Address: _____

City: _____ State: _____ Zip _____ Phone _____

Home Address

Street Address: _____

City: _____ State: _____ Zip _____ Phone _____

IMPORTANT: Correspondence will be sent to you one quarter prior to your expected return.

To which address should these materials be sent? Home Address Local Address

To which email address should emails be sent? DU Email Other Email

Please answer the following questions:

YES

NO

1. Do you currently have on-campus housing? YES NO

2. Have you been awarded financial aid (scholarships, grants, loans and/or workstudy)? YES NO

3. Are you an international student? YES NO

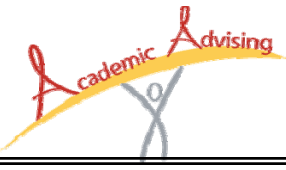
4. Do you have a DU laptop computer on loan? YES NO

5. Are you planning on taking classes at another school while away from DU? If so, which school? _____ YES NO

I understand that it is my responsibility to obtain appropriate advising upon my return to the University and to discuss with the Office of Financial Aid how this absence will affect my financial aid package. I also understand that my request to withdraw is not complete until I submit the Clearance Form to the Office of the Registrar.

Signature _____ Date _____





DU Medical Stop-Out Form



Medical Stop-Out Survey

The purpose of this survey is to gather information about why students leave the University of Denver. The information you supply on this questionnaire will be kept confidential.

Directions: Listed below are a number of reasons why a student might leave college. Because this is a medical stop-out, the primary reason is marked already. **Please rank up to four additional reasons, with 2 being the next most important reason and 5 being the least. Please only mark 4 additional reasons.**

Questions	Rank
1. I was experiencing academic problems	
2. Wanted a break from my studies (time off, travel, vacation, etc.)	
3. The major I wanted was not offered or was not what I expected	
4. Dissatisfied with quality of the academic atmosphere	
5. Family/Personal Emergency--needed to return home	
6. Financial: Tuition/Financial Aid	
7. Medical/Health problem	1
8. Experienced emotional problems	
9. Wanted to get work experience (including internships) and/or my job responsibilities	
10. Wanted to live closer to home/family	
11. Education received not worth the cost	
12. Paternity, maternity, or family change	
13. Unhappy with social atmosphere	
14. Totally/Permanently Disabled	
15. Serving in the Armed Forces	
16. Foreign Aid Service (Federal Government)	
17. Official Church Mission	
18. Personal--I'd prefer not to say	

What is the main reason you are requesting a Medical Stop-Out?

Are there additional reasons you are choosing to take time off? If so, what are they?

Office Use Only							
Reason	Return	Left	Banner	Date	Panda	Date	Advisor

