

# COMPASSIONATE & MEDICAL WITHDRAWAL

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## About Compassionate & Medical Withdrawal

**What Is Compassionate & Medical Withdrawal?** Terra State Community College (TSCC) is committed to supporting student success. When documented hardship prevents a student's successful completion of meeting the requirements of an individual class or a course of study, Terra State will consider a request for academic course withdrawal to provide time for a student to recover from a specific medical or personal hardship.

**Compassionate and Medical Withdrawal Policy.** The college's policy governing Compassionate and Medical Withdrawal can be found in the College Catalog. To learn more go to: [http://www.terra.edu/degrees\\_programs/academic\\_calendar.php](http://www.terra.edu/degrees_programs/academic_calendar.php)

**Click On:**

1. College Catalog
2. Academic Practices, Policies, and Procedures
3. Compassionate & Medical Withdrawal

## Frequently Asked Questions (FAQ)

- 1 What does submitting a Compassionate or Medical Withdrawal do?**  
An approved Compassionate Medical Withdrawal allows a student with extenuating circumstances to withdraw after the regular withdraw period. This process allows students to withdraw from a class given unusual circumstances that prevent withdrawal prior to the withdrawal deadline for the semester.
- 2 How long do I have to file a Compassionate or Medical Withdrawal?**  
Students may submit a request for compassionate medical withdrawal up to 30 days after the end of the semester.
- 3 Must the form be filled out and submitted by the student?**  
No. We understand that in some instances, a student may not be able to complete the form on their own. The form may be submitted on the student's behalf. However, the student may be asked for documentation supporting the request.

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**Schedule a meeting with your Academic Advisor to begin the  
Compassionate or Medical Withdraw Process**

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- 4 What happens to classes that have already been completed prior to the withdrawal for the term (ex. first eight-week sessions)?**  
Grades for classes that have already been completed for the term (i.e. first session) prior to the last date of attendance, will not be affected by this policy and will stand.
- 5 Will students be withdrawn from all classes for the semester?** A student completing the Compassionate Medical Withdrawal will be withdrawn from all classes for the terms for which the appeal is submitted. A student should withdraw from classes as soon as it is determined that they can no longer attend.
- 6 Will a student be, in any way, responsible financially for classes taken if an appeal is granted?** The student's tuition and fees will be refunded. However, a student may be responsible to pay back financial aid. For questions, please speak with a representative from the Office of Financial Aid at 419-559-2344 or by emailing [financialaid@terra.edu](mailto:financialaid@terra.edu).
- 7 What is the impact on a student's financial aid?** Any financial aid must be repaid by the student, based on the Withdrawal Date. The withdrawal will show on the student's Terra State transcript and may impact the student's current and future financial aid. This may result in the student needing to complete a Satisfactory Academic Progress (SAP) Appeal. For questions, please speak with a representative from the Office of Financial Aid at 419-559-2344 or by emailing [financialaid@terra.edu](mailto:financialaid@terra.edu).
- 8 How often can I submit a Compassionate & Medical Withdrawal?**  
You may submit an appeal twice in a twenty-four-month period. After your second submission, you may not submit another appeal for twenty-four months (two years).

## Related Resources

**Dean of Student Success** | B105 | 419-559-2416  
**Student Records** | A200 | 419-559-2405  
**Financial Aid** | A100 | 419-559-2344  
**Cashier's Office** | A200 | 419-559-2329

## Submit Forms

Submit Compassionate &  
Medical Withdrawal forms and  
documentation to  
[tshaal01@terra.edu](mailto:tshaal01@terra.edu).

