

TEMPORARY WITHDRAWAL PROCEDURES

A. Procedures for Students Requesting Temporary Withdrawal

Students requesting a temporary withdrawal due to medical/psychological reasons must:

- Complete the Temporary Withdrawal Request form posted online.
- Obtain supporting documentation from his/her treating provider.
- Meet with the Office of Financial Aid to determine how financial aid and scholarships may be affected.
- Meet with the Business Office to determine tuition owed/reimbursed.
- Meet with Student Health Services to discuss the status of health insurance coverage during absence.
- Submit the completed form and documentation to the appropriate Dean's Office.

Students requesting a temporary withdrawal due to personal reasons must:

- Complete the Temporary Withdrawal Request form posted online.
- Meet with the Office of Financial Aid to determine how financial aid and scholarships may be affected.
- Meet with the Business Office to determine tuition owed/reimbursed.
- Meet with Student Health Services to discuss the status of health insurance coverage during absence.
- Submit the completed form to the appropriate Dean's Office.

Students requesting a temporary withdrawal due to military obligations must:

- Complete the Temporary Withdrawal Request form posted online.
- Obtain a copy of the military orders.
- Meet with the Office of Financial Aid to determine how financial aid and scholarships may be affected.
- Meet with the Business Office to determine tuition owed/reimbursed.
- Meet with Student Health Services to discuss the status of health insurance coverage during absence.
- Submit the completed form and documentation to the Office of Military & Veterans Affairs.

The Office of Military & Veterans Affairs, upon receipt of a request, shall:

- Make a recommendation to the appropriate Dean's Office generally within five (5) business days.

The Dean's Office, upon receipt of a request, shall:

- Review recommendation, if applicable, from the Center for Health & Counseling or the Office of Military & Veterans Affairs.
- Consult with the Financial Aid Office, Business Office, and Division of Student Life prior to making a decision.
- Notify the student of the approval or denial of the request through the student's Creighton University email account.
- Send a copy of the approved Temporary Withdrawal Request form to Registrar@creighton.edu.

B. Procedures for Students Returning from Temporary Withdrawal

Students anticipating a return to Creighton after a temporary withdrawal must:

- Complete the Intent to Return Form located online.
- Contact the Associate Vice Provost for Student Life, or designee, to schedule an appointment to submit the Intent to Return form and complete a Transition Plan.
 - The appointment must normally take place by July 15th (for re-entry for the Fall semester), November 15th (for re-entry for the Spring semester), or April 15th (for re-entry for the Summer semester).
- Students in the College of Nursing, School of Dentistry, School of Medicine, or School of Pharmacy & Health Professions who plan to return to Creighton after a temporary withdrawal due to medical or mental health concerns must also provide appropriate documentation from a health care provider noting that the student is fit to return and that the student's condition will not impede academic progress or clinical performance, and that the student can adhere to the Technical Standards of the College/School. Instructions may be found here: http://www.creighton.edu/fileadmin/user/students/docs/Re-Entry_Instructions_for_Providers.pdf

The Associate Vice Provost for Student Life, or designee, will notify the appropriate offices of the student's intention to return.