

## Royal Roads University Procedure

Effective Date:

February 3, 2014

Revision Date:

October 1, 2017

*Replaces In-course Extension for Medical Reasons Procedure*

### **Step 1 – Submit Medical Withdrawal from Individual Courses Request Form**

To initiate an Authorized Withdrawal, submit this form with supporting medical documentation to Accessibility Services before the end date of the course: [Authorized Withdrawal from Individual Courses](#) [1].

### **Step 2 – An Access Advisor will verify documentation**

An Access Advisor will verify the documentation and contact the program office to inquire whether there is any relevant information to share regarding the request.

### **Step 3 – Accessibility Services will notify necessary departments**

Accessibility Services notifies the Registrar's Office, appropriate Program Associate, School Manager, and Student Accounts, and copies the student.

#### **Source URL (modified on 2017-10-02 15:21):**

<https://policies.royalroads.ca/procedures/accessibility-authorized-withdrawal-courses>

#### **Links**

[1] [http://www.royalroads.ca/sites/default/files/u173/Accessibility/medical\\_withdrawal\\_from\\_individual\\_courses.pdf](http://www.royalroads.ca/sites/default/files/u173/Accessibility/medical_withdrawal_from_individual_courses.pdf)