

Healthcare Provider Release and Medical Letter Guide:
Emergency Medical Retroactive Withdrawal and/or Tuition Credit Appeal

Student: Print and complete the release form below, then provide it to your healthcare provider. Once the required letter is completed, upload both the signed release form and the provider letter with your appeal submission in Workday.*

**If you do not have access to a printer, you may obtain a copy of the form in person at the Enrollment Center on the Bethlehem or Pocono campuses. You may also request that a copy be mailed to you by emailing record@northampton.edu from your NCC email account.*

I, _____, authorize my licensed healthcare provider _____, to provide the requested information (see below) regarding my medical/psychological condition to Northampton Community College as part of my Emergency Medical Retroactive Withdrawal and/or Tuition Credit appeal. I understand that all documentation submitted as part of my appeal is considered an education record, and as such, disclosure of these records will follow FERPA guidelines. I understand that this documentation is only one component of my appeal and that information submitted by my healthcare provider does not guarantee approval of my appeal.

I am seeking a (select all that apply) for the _____ semester and year (e.g., Spring 2026, Fall 2027, etc.).

- ☐ Retroactive Withdrawal
 - ☐ For all courses in the semester listed above
 - ☐ For some courses in the semester listed above
- ☐ Tuition Credit
 - ☐ For all courses in the semester listed above
 - ☐ For some courses in the semester listed above

Student Signature _____ **Date** _____

Licensed Healthcare Provider Section Only

Medical letters must be on official letterhead, typed, dated, and signed by a licensed healthcare provider. The letter must include the provider's name, title, contact information, credentials (including licensure), and the student's full name and date of birth. Documentation must clearly establish a direct connection between the medical condition, specifically its timing and severity, and the student's inability to:

- ☐ Meet academic responsibilities (e.g., attending class, completing coursework, etc.), **and/or**
- ☐ Meet administrative responsibilities (e.g., withdrawing from a course by the published deadline, etc.).

The letter should include the following information:

Clinical Information

- Diagnosis and description of the medical condition
- Specific dates of onset and duration of the condition
- Dates and type of treatment (inpatient and/or outpatient, if applicable)

Impact on Academic Functioning

- Description of the **functional limitations** caused by the condition (e.g., inability to attend class, complete assignments, communicate with the College)
- Explanation of how the condition **directly impacted the student's academic performance and/or participation**

Timing and Severity

- If the onset of the condition began prior to the start of the academic term, an explanation of how it **worsened or significantly changed** during the term in question
- If the student completed some courses but not others, a clear explanation of **why the condition affected courses differently**

Administrative Impact (Retroactive Withdrawal Requests)

- A professional opinion on whether the condition **prevented the student from taking action to withdraw by the published deadline**
 - *Note: Difficulty succeeding in a course alone is not sufficient; documentation must address the student's inability to withdraw from the course by the published deadline.*

Professional Recommendation

- Your professional assessment regarding the appropriateness of the student's request for a retroactive withdrawal and/or tuition credit

Important Notes

- Documentation should be **specific, detailed, and time-bound**. General or vague statements may not be sufficient for review.
 - Submission of documentation does not guarantee approval of the appeal.
 - Additional information may be requested by the review committee if needed.
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Please do not submit medical documentation via email. All materials must be securely uploaded by the student through Workday.