

UW-Whitewater Medical Withdrawal Request Form

Some health insurance carriers require students to be enrolled for a certain number of credits to remain qualified for benefits. If your health care coverage is dependent on enrollment, please consult with your insurance provider to make an informed decision about whether to file a request for a medical withdrawal

Please make sure to read, understand, and follow the Steps to Complete to Request a Medical Withdrawal from UW-W and submit ALL required materials with this form to the Office of Student Life.

NAME: _____ ID#: _____

CURRENT PHONE # (include area code): (_____) _____

EMAIL: _____

CURRENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TERM: Fall Spring Summer Winterim YEAR _____

Please indicate if any of the following categories apply to you:

International Student Student with a Disability Enrolled in Travel Study
 Student Athlete Veteran Enrolled in Study Abroad

I am requesting a full withdrawal for the term (all classes dropped): No Yes

Applicant Signature: _____ Date of Application: _____

FOR OFFICE USE ONLY

Student Life Office Use Only: Approved Denied

Effective Date: Full Withdrawal _____ Individual Drops (not withdrawal) _____

Week: _____ Percentage: _____

Place a hold on student record: No Yes

Enrollment credit restriction: No Yes If Yes, restrict number of credits to _____

Financial Aid Recipient: No Yes Financial Aid Adjustment: No Yes

Comments: _____

Signature _____

Date _____

Distribution: Karen Knapton, Financial Services Jodi Hare-Paynter, Registrar's Office
 Alan Hoesly, Residence Life Susan Johnson, Financial Aid
 Vickie Steinke, HawkCard Office

STEPS TO REQUEST A MEDICAL WITHDRAWAL FROM UW-W

IMPORTANT NOTES:

- **International students, student athletes, students with a disability, and students who are receiving financial aid, veteran's, and/or other benefits and who are considering withdrawing from the university must meet with the appropriate official (e.g., international student advisor, director of athletics, staff from the Center for Students with a Disability, financial aid counselor, or veteran's affairs officer) before withdrawing since there may be legal, certification, and/or repayment penalties associated with doing so. If, after meeting with the appropriate official(s), the student elects to pursue the medical withdrawal, the official(s) must provide the student with written documentation indicating that he/she has discussed the withdrawal with the student and supports it.**
- **Students who are considering the medical withdrawal process and wish to drop some, but not all, of their classes for a term should first contact their academic dean's office for information about filing course late drops. The academic dean's office will work with students to determine whether they should pursue late drops or the medical withdrawal process. Students will be referred to the Office of Student Life if the academic dean's office determines that the medical withdrawal process is appropriate.**

STEPS TO REQUEST A MEDICAL WITHDRAWAL

1. Students may apply for a Medical Withdrawal up to two years after the end of the term in question. Contact the Office of Student Life (University Center, Room 245 or 262-472-1533) to discuss the possibility of pursuing a request for a medical withdrawal. If you qualify, the Office of Student Life will provide you with a *Medical Withdrawal Request Form* (or you may download the form from the Student Life website). The form must be completed in full and should be accompanied by both a personal written statement and the other supporting documentation cited below.
2. Write a narrative Personal Written Statement:
 - a. Describe the medical condition/circumstances that required you to withdraw from the university.
 - b. Explain why the medical condition/circumstances prevented you from completing the academic term.
 - c. Detail the dates of the onset of your medical condition/circumstances, along with the dates of any treatment you received, if appropriate.
 - d. If you stopped attending classes, explain why and when. (Please note: non-attendance does not exempt you from academic and financial responsibilities.)
 - e. If you stopped attending classes, did you continue to utilize other campus services such as purple point card, residence hall meal plan, Health and Counseling, attendance at students events? If so, please describe your activities.
 - f. Explain what relief you are seeking from this request. Be as specific as possible.
3. Provide supporting documentation:
 - a. Written documentation could be from your from your health care provider(s) or other pertinent sources. The documentation should be on clinic letterhead, describe the diagnosed medical, psychological condition or circumstances and indicate when treatment commenced. It should also explain how the condition or circumstances prevents you from attending classes and completing the semester. If able, the health care provider(s) should address potential health/clinical consequences if a medical withdrawal is not granted. To ensure confidentiality, the health care provider(s) may use a Release of Information form.

4. In order to determine the most appropriate date of withdrawal, contact instructors from the term in question and ask for written documentation of the last date of attendance.
5. Submit all the documents and information listed above to the Office of Student Life. All questions, correspondence, and documentation should be addressed to:
Office of Student Life
800 West Main Street
University Center, Room 245
Whitewater, WI 53190
Phone: 262/472-1533
Fax: 262/472-4944

If you are an International student; student athlete; student with a disability; or a student receiving financial aid, veteran's, or other benefits you may be well served to obtain additional written documentation to support your request. Any missing information may delay consideration of your request.

After the materials are received by the Office of Student Life, your request will be evaluated and you will be notified when it has been approved or denied. You may be asked to provide additional information to assist the university in its evaluation of your request.

Please note that a Medical Withdrawal is granted in rare instances where a student is faced with a serious and unexpected condition that completely precludes him/her from being able to function as a student. If a request is approved for one academic term, the student may be required to submit documentation from a health provider to indicate his/her ability to function successfully prior to subsequent enrollment. Additional requests for a medical withdrawal are normally not granted for the same circumstances.

If withdrawing from the university, please complete the following steps:

- Return your books to the University Bookstore.
- If living in the residence halls, make arrangements with your Resident Assistant and Hall Director to check out of your room. You will be charged until you have removed all of your items and have formally checked out.
- If you have a parking permit for your vehicle, return it to the Visitor's Center.
- Cancel Food Plan and/or Purple Point Account at the HawkCard Office UC-250, 472-1437.
- If receiving Veteran's Benefits, notify the Veteran's Coordinator in the Registrar's Office, 2032 Roseman Hall, 472-1580.
- Student Loans: Students who have borrowed from the Perkins or Direct Loan programs are federally required to schedule an Exit Counseling session. Contact the Student Accounts Office, 110 Hyer Hall, 472-1373 for additional information.
- Return any borrowed materials from the University Library.
- All outstanding bills and university obligations must be paid/fulfilled.