

Application Process for Medical Withdrawal/Course Load Reduction

The University of Texas at Austin

University Health Services • Counseling & Mental Health Center • Services for Students with Disabilities

Obtain an application at one of the following locations:

- Click on “Medical Withdrawals/Course Load Reductions” at www.healthyhorns.utexas.edu
- Your academic dean’s office
- University Health Services, SSB 2.212
- Counseling & Mental Health Center, SSB 5th floor
- Services for Students with Disabilities, SSB 4.104

Complete the application...

- Step 1:** Fill in all requested information.
- Step 2:** Check the type of action you are seeking – current semester withdrawal, retroactive medical withdrawal or course load reduction.
- Step 3:** Answer Questions A through E. If you are receiving financial aid, your financial aid counselor must sign and date Question D.
- Step 4:** This section must be completed by an advisor in your Dean’s office.
- Step 5:** Give a brief description of the condition(s) that prevent you from attending class.
- Step 6:** Medical documentation is required to process each application. **Mental health course load reductions will require documentation meeting SSDs documentation guidelines. Please visit www.utexas.edu/diversity/dcce/ssd/doc.php or call (512) 471-6259.**

If you have been seen at University Health Services (UHS) or Counseling and Mental Health Center (CMHC) for this condition, we have access to your medical records. You do not need to submit copies of these records.

If you have been treated elsewhere for this condition, it is your responsibility to obtain medical documentation and submit it with this application. Acceptable medical documentation is **one** of the following:

- a signed letter, on letterhead, from your outside provider that includes the date of onset of the illness or injury, dates of care, diagnosis and prognosis; or,
- copies of medical records documenting the above information

Processing the application...

Your request for withdrawal or course load reduction will be processed after **all** of the following requirements are met:

- 1) you have seen an advisor or nonacademic counselor in your Dean’s office;
- 2) you complete and sign the application form;
- 3) you obtain all needed signatures on the application; and,
- 4) we receive all required medical documentation pertaining to your condition.

Submit the completed application with any required medical documentation by mail, hand delivery, or fax.

- **Mailing address:** Medical Withdrawals Coordinator
University Health Services
The University of Texas at Austin
Post Office Box 7338
Austin, Texas 78713
- **Office location:** Student Services Building, Suite 2.212
- **Fax:** (512) 471-0898

Completed applications are generally reviewed and processed within 10 business days. You will be notified by phone or email of the outcome. You will be contacted if additional information is needed.

FAQs

What is a course load reduction?

- One or more current semester courses are dropped for medical or mental health reasons.
- Course load reductions for mental health conditions will be processed by SSD.
- Dropped courses are assigned a “Q” grade on the transcript.
- Final decision is made by the Dean of your college.

What is a current semester medical withdrawal?

- All courses are dropped and student is withdrawn for the current semester.
- Grades for all courses for the current semester appear as “W” on the transcript.
- The final decision is made by the Medical Director at UHS or the Medical Withdrawal Coordinator at CMHC.
- Applications received after the submission deadline – 2 weeks before the last class day – will be processed as retroactive medical withdrawals.

What is a retroactive medical withdrawal?

- Applications will be processed for the last long semester only, except for the most compelling nonacademic reasons, according to University guidelines.
- All courses are dropped for the specified prior semester.
- Grades for that prior semester appear as “W” on the transcript.
- The final decision is made by the Dean of your college.

Where can I get an application?

Go to www.healthyhorns.utexas.edu, click Medical Withdrawals, and download the application. Forms are also available in your Dean’s office and at the following locations:

- University Health Services, SSB 2.212
- Counseling and Medical Health Center, SSB 5th floor
- Services for Students with Disabilities, SSB 4.104

NOTE: Each application must be signed by a representative from your Dean’s office.

Will I receive a tuition refund?

Refunds vary based on the effective date of the application. You will need to contact the UT Registrar’s Office to determine if you are eligible for a tuition refund.

How will this affect my financial aid?

Contact your financial aid counselor in Student Financial Services **before submitting your application** to determine the impact the application will have on your loans, scholarships or work-study appointment.

Contact Information

Student Financial Services	475-6282
Registrar	475-7650
Admissions	475-7352
Division of Housing & Food Service	471-3136
International Office	471-1211
Services for Students with Disabilities	471-6259
Counseling & Mental Health Center	475-6935
University Health Services	475-8349

Deans’ Offices:

Architecture	471-1922	Graduate Studies	471-7151
Business	471-0690	Law	232-1313
Communication	471-1553	Liberal Arts	471-4271
Education	471-3223	Natural Sciences	471-4536
Engineering	471-4321	Nursing	232-4789
Fine Arts	471-5011	Pharmacy	475-9756
Geosciences	471-5600	Social Work	471-7287