

Application Process

Current Semester Medical Withdrawal/Course Load Reduction

The University of Texas at Austin

University Health Services • Counseling & Mental Health Center • Disability and Access

1

Obtain an application for current semester medical withdrawal or course load reduction at one of the following locations:

- Click on “Medical Withdrawals” at www.healthyhorns.utexas.edu
- Your academic dean’s office
- University Health Services, SSB 2.212
- Counseling & Mental Health Center, SSB 5th floor
- Disability and Access, SSB 4.206

2

Complete the application...

Step 1: Fill in all requested information.

Step 2: Check the type of action you are seeking – current semester medical withdrawal or course load reduction.

Step 3: Answer all questions. If you are receiving financial aid, a One Stop Coordinator must sign and date the application. If you are a veteran receiving veteran education benefits, your VMAS advisor must sign and date the application.

Step 4: This section must be completed by an advisor in your Dean’s office. If you are an international student, you must also obtain the signature of your International Office advisor.

Step 5: Give a brief description of the condition(s) that prevent you from attending class.

Step 6: Medical documentation from the current semester is required to process each application.

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) 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,
- b) copies of medical records documenting the above information.

3

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 your advisor or nonacademic counselor;
- 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.

4

Submit the completed application with required medical/mental health documentation by mail, hand delivery, fax or email.

- **Mailing address:** CLR/MW Application Coordinator
Disability and Access
100 West Dean Keeton St. STOP A4100
Austin, Texas 78712-1093
- **Office location:** Student Services Building, Suite 4.206
- **Fax:** (512) 475-7730
- **Email:** access@austin.utexas.edu

Completed applications are generally reviewed and processed within 5 to 10 business days. You will be notified email of the outcome. You will be contacted if additional information is needed.

FAQs

- 1) **What is a course load reduction?**
 - One or more current semester courses are dropped for medical or mental health reasons.
 - Medical course load reductions will be processed by UHS. Course load reductions for mental health conditions will be processed by D&A
 - Dropped courses are assigned a “Q” grade.
 - Final decision is made by the Dean of your college.
- 2) **What is a 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.
 - Final decision is made by the Medical Director at UHS or the Medical Withdrawal Coordinator at CMHC.
- 3) **What are the deadline dates for submission of my application and supporting documentation (if needed)?**
 - **Course load reduction:** same as University drop deadline
 - **Late/Appeal Medical/Mental Health course load reduction:** 2 weeks before last class day
 - **Medical/Mental Health semester withdrawal:** last class day
 - NOTE: Prior to the mid semester deadline for withdrawal, all withdrawal applications will be processed by the office of the student’s academic dean. Only after that date and until the last class day will medical withdrawals be processed by UHS or CMHC. EXCEPTION: UHS or CMHC will process medical withdrawals for international students and graduate students before the current mid semester deadline.**
- 4) **How will this affect my insurance coverage?**

If you have Student Health Insurance Plan (SHIP) coverage, it will not change for this semester. For future semesters, you must carry 7 or more credit hours in order to be eligible to purchase SHIP coverage.
- 5) **Will I receive a tuition refund?**

Refunds vary based on the effective date of the application. Contact the UT Registrar’s Office to determine if you are eligible for a tuition refund.
- 6) **How will this affect my financial aid?**

It depends on many factors. It is best to contact a One Stop Coordinator in Texas One Stop before submitting your application to determine the impact the application will have on your loans, scholarships, work-study appointment, and, for graduate students, on TA, AI, GRA, fellowships, etc .
- 7) **What is a retroactive withdrawal?**

A student who was unable to initiate the withdrawal process before the last class day of the previous semester may be eligible for a retroactive withdrawal. Contact an advisor in your Dean’s office for more information.

Contact Information

Texas One Stop	https://onestop.utexas.edu/	
Registrar		475-7650
Admissions		475-7352
Housing & Dining		471-3136
International Office		471-2477
Disability and Access		471-6259
Counseling & Mental Health Center		471-3515
University Health Services		475-8349
Deans’ Offices:		
Architecture	471-1192	Graduate Studies 232-3617
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