

Application Process

Current Semester Medical Withdrawal/Course Load Reduction

The University of Texas at Austin

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

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
- Services for Students with Disabilities, 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, your financial aid counselor must sign and date the application. If you are a veteran receiving veteran education benefits, your SVS 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, or fax.

- **Mailing address:** CLR/MW Application Coordinator
Services for Students with Disabilities
100 West Dean Keeton St. STOP A4100
Austin, Texas 78712-1093
- **Office location:** Student Services Building, Suite 4.206
- **Fax:** (512) 475-7730

Completed applications are generally reviewed and processed within 5 to 10 business days. You will be notified by mail or 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 SSD
 - 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) **Where can I get an application?**
Please see #1 at the top of the left column on this page.
NOTE: Each application must be signed by a representative from your Dean’s office.
- 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 your financial aid counselor in the Office of Financial Aid 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

Office of Financial Aid	www.finaid.utexas.edu
Registrar	475-7650
Admissions	475-7399
Housing & Dining	471-3136
International Office	471-2477
Services for Students with Disabilities	471-6259
Counseling & Mental Health Center	471-3515
University Health Services	475-8349
Deans’ Offices:	
Architecture	471-1192
Business	471-0690
Communication	471-1553
Education	471-3223
Engineering	471-4321
Fine Arts	471-5011
Geosciences	471-5600
Graduate Studies	232-3617
Law	232-1313
Liberal Arts	471-4271
Natural Sciences	471-4536
Nursing	232-4789
Pharmacy	475-9756
Social Work	471-7287

