



Medical Withdrawal Request Form

Please make sure to read, understand, and follow the MEDICAL WITHDRAWAL: Steps to Request on page 2. Submit **ALL** required materials with this form to the Dean of Students Office – Andersen Library Suite 2130 or email deanofstudents@uww.edu. Note: An approved medical withdrawal may require re-entry steps should the student be interested in returning in the future.

NAME: _____ STUDENT ID#: _____ PHONE # (____) _____

CAMPUS EMAIL (ALTERNATE EMAIL IF CAMPUS EMAIL IS DISABLED): _____

CURRENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Check **one** of the following semesters that apply to you:

TERM: _____ Fall _____ Spring _____ Summer _____ Winterim YEAR: _____

TYPE: _____ Full _____ Partial / Identify courses: _____
All courses will be dropped *Example: ENGLISH 101, CORE 130*

Check any of the following categories that apply to you:

____ International Student ____ Travel Study/Abroad ____ Veteran/Veterans Benefits

PLEASE INDICATE YOU UNDERSTAND THAT IF APPROVED, THE CLASSES YOU ARE SELECTING TO BE WITHDRAWN FROM WILL BE DROPPED FOR THE TERM IN WHICH YOU ARE SEEKING A FULL OR PARTIAL MEDICAL WITHDRAWAL.

_____ (Initials)

Are you currently enrolled in an 8-week course? ____ yes ____ no - If yes, please be sure to note it in your written statement.

Applicant Signature: _____ Date of Application: _____

Dean of Students Office Use Only: ____ Approved ____ Denied	
Effective Date: Full Withdrawal: _____	Week: _____ Percentage: _____
Re-Entry CARE Follow-Up Required: ____ No ____ Yes	Tuition Adjustment: ____ No ____ Yes
Financial Aid Recipient: ____ No ____ Yes	Financial Aid Adjustment: ____ No ____ Yes
Comments _____	
Signature: _____	Date: _____

Distribution: Financial Services, Registrar's Office, University Housing, Financial Aid Office, HawkCard Office, CARE Team, and Dean of Students Office. Department adjustments to be made within five business days. Financial Services will make adjustments within two weeks.

MEDICAL WITHDRAWAL: Steps to Request

A medical withdrawal is granted in rare instances where a student is faced with a **serious and unexpected condition that completely precludes them from being able to function as a student and in which the regular university withdrawal process is not appropriate**. The deadline for the regular university withdrawal is very liberal, and students are encouraged to utilize the regular university withdrawal process to ensure withdrawal deadlines are met. Instructions on how to withdraw from a term can be found at <https://www.uww.edu/registrar/wins/student-wins-how-tos#withdraw-from-a-term>. Students may subsequently apply for a medical withdrawal for financial consideration.

Whenever possible, requests for a medical withdrawal should occur during the term in which the medical condition arose. Students may apply for a retroactive medical withdrawal up to one year after the end of the term in question. For applications submitted after the end of the term, transcript adjustments are the primary remedy; tuition adjustments may not be possible.

STEPS TO REQUEST A MEDICAL WITHDRAWAL

1. Medical Withdrawal Request Form

- a. Complete the Medical Withdrawal Request Form, which can be obtained in the Dean of Students Office (Andersen Library Suite 2130) or found online on [UW-Whitewater's Medical Withdrawal webpage](#). The form must be completed in full and must be accompanied by both a personal written statement and the supporting documentation cited below.

2. Personal Written Statement

- a. Attach a personal written statement that thoroughly addresses each of the following points:
 - i. Describe the medical condition/circumstances that required you to withdraw from the university.
 - ii. Explain **in detail** how/why the medical condition/circumstances prevented you from completing the academic term.
 - iii. Detail the dates of the onset of your medical condition/circumstances, along with the dates of any treatment you received, if applicable.
 - iv. If you stopped attending classes, explain why and when. (Please note: nonattendance does not exempt you from academic and financial responsibilities.)
 - v. If you stopped attending classes, explain what other campus services you continued to utilize (such as purple points, meal plan, University Health & Counseling Services, attendance at student events).
 - vi. **If requesting a partial withdrawal**, you must include in your statement why you are choosing to withdraw from some but not all courses.

Make sure that your written statement thoroughly addresses every point (i-v) above. If it does not, your application will not be considered complete.

3. Supporting Documentation

- a. You must include a letter from your healthcare provider(s) or other pertinent sources. The documentation should be on clinic letterhead, and your healthcare provider must address each of the following areas:
 - i. Describe the diagnosed medical or psychological condition or circumstances, and indicate when treatment commenced.
 - ii. Explain how the condition impacts this student. Does it completely preclude the student from attending classes and completing the semester? If so, please describe how and why.
- b. In the case of pre-existing, recurring, or chronic health conditions, documentation must show that the recurrence or worsening of the condition(s) began after initiation of the term for which the withdrawal is requested.
- c. If requesting a medical withdrawal due to the death of a family member, please submit an obituary or death certificate instead of a provider letter.

4. Last Date(s) of Class Attendance

- a. You must provide written confirmation from each of your instructors of your last date of class attendance. The best way to do this is to ask them to send an email with the information to deanofstudents@uww.edu.

5. Submit all materials to the Dean of Students Office

- a. Drop off at the Dean of Students Office in Andersen Library Suite 2130 or email deanofstudents@uww.edu.
- b. Only medical withdrawal applications that are complete and contain all of the above materials will be reviewed.

MEDICAL WITHDRAWAL: Important Notes and Steps

After the materials are received, your request will be evaluated by the Medical Withdrawal Review Committee, and you will be notified when it has been approved or denied. The Medical Withdrawal Review Committee meets once per month, and the deadline for the application materials to be complete is by the start of the committee meeting.

IMPORTANT NOTES

- 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.
- 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 are encouraged to meet with the appropriate official (e.g., International Student Advisor, Director of Athletics, Disability Services Coordinator from the Center for Students with Disabilities, Financial Aid Administrator, or Veterans Benefits Coordinator) before withdrawing since there may be legal, certification, and/or repayment consequences associated with doing so.
- Usually, consideration is for a complete withdrawal from all courses. If UW-Whitewater allows the late drop of one or more courses for medical reasons under this policy while the student remains enrolled in other courses, the rationale must be especially well-documented to explain the selective nature of the academic impact.
 - Students, if you are not requesting a full withdrawal from all courses, please document in your written statement that you are requesting to withdraw from some but not all courses in the semester. Please list which courses you are requesting to withdraw from.
- The Medical Withdrawal Review Committee's decision may result in a full, partial, or no tuition adjustment. Students are encouraged to monitor their student account for remaining charges and are responsible for paying their balance in full. University adjustments should be completed within two weeks of the Committee's decision.

If withdrawing from UW-Whitewater, please complete the following steps:

- Return your books to UW-Whitewater Textbook Services located in the UW-Whitewater Bookstore.
- Make arrangements with your Resident Assistant and Complex Director to check out of your room, if living in the residence hall. You will be charged until you have removed all of your items and have formally checked out.
- Fill out the UW-Whitewater Parking Permit Refund Request form located on Parking Services' "[Student Parking](#)" webpage linked under "Refunds;" refunds are prorated. Do not fill this out if you are returning during a future semester in that academic year. Contact Visitor & Parking Services at 262-472-1011.
- Cancel Meal Plan and/or Purple Points Account at the HawkCard Office (UC 250; 262-472-1437).
- Notify the Veterans Benefits Coordinator, if receiving Veterans Benefits, at the Registrar's Office in Roseman 2032; 262-472-1570.
- Return any borrowed materials from the Andersen Library.
- Pay/fulfill all outstanding bills and University obligations.

All questions, correspondence, and documentation should be addressed to:

Dean of Students Office | 800 West Main Street | Andersen Suite 2130 | Whitewater, WI 53190
Phone: (262) 472-1533 Fax: (262) 472-1275 Email: deanofstudents@uww.edu

MEDICAL WITHDRAWAL: Important Financial Considerations

When pursuing a medical withdrawal, there are important financial ramifications for you to consider. This frequently asked questions document helps address those considerations.

All students:

- 1) If my medical withdrawal is approved, will I still owe UW-W?
 - a. An approved medical withdrawal does not erase all charges to UW-W, and you may still owe charges after the appeal is approved. *If you are a financial aid recipient, please refer to the "Financial Aid Recipients" section below for additional information.*
- 2) How will I know if I owe UW-W after the appeal decision is made?
 - a. You can view your current charges within the Student Financial Account tile of WINS. We recommend continuing to check your WINS account even after you leave campus as charges can change from month to month.
- 3) Are there other UW-W offices I should notify that I have withdrawn?
 - a. Students should notify UW-W offices that they have withdrawn, where applicable: **Meal Plan contract - HawkCard Office** at 262-472-1437; **Housing contract - University Housing** at 262-472-4255; **Veteran Education Benefits - Veterans Services Office** at 262-472-4720.

Financial Aid Recipients:

- 1) Will the medical withdrawal impact my financial aid for the current term?
 - a. When students stop attending all courses for any reason, federal regulations require that the Financial Aid Office perform a calculation to determine how much financial aid you have earned. This calculation will be performed within two weeks of your medical withdrawal determination, and the Financial Aid Office will send you a letter indicating how much of your financial aid you have earned. This means that the Financial Aid Office may need to return some of your financial aid back to the federal government, which could result in you owing funds back to UW-W. You can view more about this policy here: <https://www.uww.edu/financialaid/policies/withdrawals>.
- 2) Will the medical withdrawal impact my future financial aid eligibility?
 - a. Federal regulations require you to maintain Satisfactory Academic Progress (SAP) to remain eligible for financial aid in future terms. One of the three components of SAP is that you need to successfully complete at least 67% of your attempted credits. When you withdraw after the 10th day of the term, the credits you withdraw from will count as attempted credits but not successfully completed credits. For more on the SAP policy, please see here: <https://www.uww.edu/financialaid/policies/academic-progress>.
- 3) Will the medical withdrawal impact when my existing federal loans enter repayment?
 - a. Most loans enter repayment six months after you withdraw or drop below the half-time enrollment level (6 credits for undergraduate; 4.5 for graduate). Your loans will therefore enter repayment six months after your last date of attendance for the term, unless you re-enroll at the half-time level before that six months end.
- 4) How do I determine if I have loans that will enter repayment?
 - a. To determine if you have federal student loans that will enter repayment, and to determine who your federal student loan servicer is, log on to StudentAid.gov using the same username and password you used to complete your FAFSA. If you borrowed from a private lender, contact that lender directly for repayment information.
- 5) Are there other federal loan requirements I should be aware of?
 - a. If you have existing federal student loans, you will be required to complete the online exit counseling at StudentAid.gov. The UW-W Student Accounts Office will contact you about this, but you can get a head start here: <https://www.uww.edu/adminaffairs/finance/sfs#exit-counseling>.

Contact Information:

Student Accounts Office
sfs@uww.edu
262-472-1373

Financial Aid Office
uwwfao@uww.edu
262-472-1130