



TEXAS SOUTHERN UNIVERSITY
Division of Enrollment
& Student Success

MEDICAL & MENTAL HEALTH WITHDRAWAL POLICY

Texas Southern University
Medical & Mental Health Withdrawal Policy & Procedures
2023-2024 Academic Year

Committee Members:

Dr. Erin Gilliam, Assistant Vice Preside for Student Matriculation and Retention Success

Dr. LaTisha Addison, Director of Financial Aid

Sharon Benavides, Director Student Accessibility Services Office

Feloniece Davis-Marsaw, Executive Director Student Health Services

Dr. Derrick Manns, Executive Director of Curriculum & Graduation Initiatives

Dr. Nicolaus Cioci, Dean of Records

INTRODUCTION

The purpose of the Medical & Mental Health Withdrawal policy and protocols is to provide a process of withdrawal for students facing medical and/or mental health crisis or predicaments which may be beyond their control. The impact of these circumstances may adversely affect the student's ability to meet curricular or co-curricular requirements and significantly diminish their opportunity for student success.

I. POLICY

Policy Statement

- A. Students may request a term withdrawal through the last the day to drop/withdraw with a "W" per the academic calendar.
- B. At the time of dropping/withdrawing, students must return all university property, i.e., library books, lab equipment, research equipment, student identification card to the university.
- C. If students wish to withdraw after the last day to drop a class or withdraw, students may request to do so for the following reasons:
 1. **Medical Purposes** due to illness, injury, bereavement of a child, spouse, parent, close friend, or family member that *will not* allow the student to continue their education.
 2. **Judicial Purposes** due to a mental health diagnosis, disorder or defect as stated by the Student Code of Conduct (Section 14) when:
 - a. The student is unable to meet reasonable standards of conduct required of all students by the University.
 - b. The student continues to engage in behavior expressly prohibited by the Student Code of Conduct.
 - c. The student functions either by attempt or repeated threats (including but not limited to written, physical, verbal, nonverbal, etc.) in a consistent manner suggesting suicide, intention to do harm to themselves or others; and/or
 - d. The student presents imminent danger to others in a written, physical, verbal, nonverbal, manner etc.

NOTICE | This policy is separate from the Military/Veterans and Title IX withdrawal requests. Please visit the links below:

[Military Withdrawals](#)

[Title IX Withdrawals](#)

- D. Students requesting a medical withdrawal will be withdrawn from the University.
- E. Students receiving a medical withdrawal will be required to complete the “Request to Return” form to the University in order to re-enroll.
- F. Students are responsible for initiating the process for medical withdrawals *except* in the case of judicial referrals. Students who do not initiate the process will remain on the class roster and may receive grades of F, I, US, or U.
- G. The student may be held responsible for fees owed to the University due to withdrawal (i.e., Financial Aid or Residence Life and Housing, etc.)
- H. Students should apply for and complete a medical withdrawal request within thirty (30) days of the end of semester in question found [Request for Medical Withdrawal Form](#)
- I. Providing incorrect or misleading documentation may result in sanctions as outlined in the Student Code of Conduct and the request for medical withdrawal will be denied.

II. DEFINITIONS

- A. **Medical Withdrawal** - A standard withdrawal due to *medical* rationale or purposes that obstruct the student’s ability to complete curricular or co-curricular requirements. Examples such as serious illness, sickness, diagnosis, disorders, and bereavement apply.
- B. **Mental Health Withdrawal** - A standard withdrawal due to *mental health* rationale or purposes that obstruct the student’s ability to complete curricular or co-curricular requirements. Examples such as serious mental health diagnoses and demonstrations resulting in injury to self and others apply.
- C. **Military Withdrawal** - A standard withdrawal due to *military* rationale or purposes due to a call to active duty to serve.
- D. **Title IX Withdrawal** – A standard withdrawal due to *Title IX* rationale or purposes due to sexual assault and/or violence, domestic or dating violence, pregnancy and parenting or other Title IX related purposes.

III. REQUEST FOR MEDICAL & MENTAL HEALTH WITHDRAWAL

- A. A medical request may be submitted at any point within the semester and no later than thirty (30) days of the end of the semester in question.
- B. Medical request shall be considered if longer than a two-week period of time is missed by the student within the semester in question. Medical and mental health conditions less than two-weeks shall be discussed with the Professor(s) *directly* for academic success options.

- C. Medical and Mental Health Withdrawals will *require* all enrolled courses to be withdrawn collectively. Students will not be allowed to select courses for withdrawal.
- D. If a student submits a Medical and Mental Health Withdrawal prior to the semester withdrawal deadline, the student will be encouraged to officially withdraw from the University following the withdrawal policy. No additional paperwork will be required. “W”s assigned will not count towards the six-withdrawal rule.
- E. If a student submits a Medical and Mental Health Withdrawal after the semester withdrawal deadline, the withdrawal becomes effective **based on the date provided** on the “Medical Release Healthcare Provider” form. Students should apply for and complete the medical withdrawal within thirty (30) days of the end of the semester in question.
- F. Medical and Mental Health Withdrawals may be submitted on behalf of the student *if* the student is unable to make the submission. The person submitting must provide an affidavit signed by the Healthcare Provider as documentation that the student is unable to make the submission for themselves.
- G. The dates specified on the “Medical Release Healthcare Provider” form must closely match the date (within 3 days) of the withdrawal request.

IV. COMMITTEE COMPOSITION & MEETINGS

- A. The Medical and Mental Health Withdrawal Committee consists of (5) faculty or staff serving in one of the following roles:
 - 1. Assistant Vice President for Student Matriculation and Retention Success
 - 2. Dean of Student Transition and Academic Engagement
 - 3. Registrar or Designee
 - 4. Director of Financial Aid or Designee
 - 5. Director of Counseling or Designee
 - 6. Executive Director of Student Health Center
 - 7. Director of Student Accessibility Services Office
 - 8. Enrollment & Student Success, Vice President Appointed Designee
 - 9. Provost or Academic Affairs Designee
 - 10. Executive Director of Strategic Enrollment
- B. The Medical and Mental Health Withdrawal Committee will meet once quarterly in order to:
 - 1. Ensure policies and procedures are adhered to.
 - 2. Discuss policy and procedural updates.
 - 3. Discuss medical withdrawal cases with extenuating circumstances.

****EMERGENCY MEETINGS MAY BE CONVENED UNDER SPECIAL CIRCUMSTANCES AT THE DISCRETION OF THE CHAIR.**

V. FINANCIAL AID STATEMENT

Students requesting withdrawals should be advised that withdrawing from all courses on or before the 60% point in the semester, which is calculated using calendar days, may result in a financial aid balance on their account as aid owed. Depending on the date of withdrawal, students *may* owe a portion of any disbursements to Texas Southern University or the Department of Education.

VI. THE PROCESS

Withdrawal Request

- A. All electronic documents will be uploaded to the Texas Southern University withdrawal page hosted by the Registrar's office.
- B. Students must complete the "Request for Medical and Mental Health Withdrawal" form and upload the "Medical Release Healthcare Provider" form to <https://tsu.medicatconnect.com> within 5 business days of the date of the documentation.
- C. Once the "Medical Release Healthcare Provider" form is uploaded, the Student Health Center Director or Designee should *authenticate* the document and provide notice of receipt to the Medical and Mental Health Committee Chair.
- D. After authentication, the "Medical Release Healthcare Provider" form will be approved. If the form cannot be authenticated due to error, insufficient information, etc. the Student Health Center Director or Designee will inform the student for an opportunity to update and/or correct for resubmission.
- E. Medical withdrawal decisions will be communicated to the student via their official TSU email account within (10) days of the committee's decision.

Appeals

- F. Student appeals must be submitted in writing within (10) business days to the Chair of the Medical and Mental Health Withdrawal Committee.
- G. Appeals must provide *additional* information relative to the request. Duplications of previously submitted information will not be considered.
- H. The committee will review the appeal information and render a final decision within (10) business days of submission.
- I. Students in disagreement with the appeal decision may make a final appeal directly to the Vice President of Enrollment and Student Success.

VII. READMISSION

- A. Those students withdrawn due to medical and/or mental health purposes requesting to return for readmission must submit documentation from their treating physician and/or a licensed medical provider authorizing their return.
- B. Students may submit their request via the "[Medical Withdrawal Reinstatement](#)" form.

- C. Students should submit readmission requests no later than thirty (30) days prior to the start of the semester term.
- D. Readmission decisions will be communicated via the student's TSU email account within (10) business days.
- E. Students in disagreement with the decision for readmission may submit their appeal in writing directly to the Vice President of Enrollment and Student Success.