

**Texas Southern University**  
**Medical/Mental Health Withdrawal Policy & Procedures**  
**2022-2023 Academic Year**

Committee Members:

Dr. Erin Gilliam, Assistant Vice Preside for Student Matriculation and Retention Success  
Dr. Akilah A. Martin, Dean Student Transitions & Academic Engagement  
Dr. LaTisha Addison, Director, Financial Aid  
Marilynn Square, Registrar  
Sharon Benavides, Director Student Accessibility Services Office  
Dr. Caren Cooper, Director Counseling Services  
Feloniece Davis-Marsaw, Executive Director Student Health Services  
Chantel Jefferson, Director of Student Records & Compliance  
Dr. Derrick Manns, Executive Director of Curriculum & Graduation Initiatives

**POLICY**

I. Policy Statement:

- a. Students may request a term withdrawal through the last 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 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:
  - i. Medical Withdrawal – including illness, injury or personal emergencies that will not allow the student to continue with his/her education.

This policy is separate from Military and/or Title IX Withdrawal Request:

[Military Withdrawal](#)

[Leave of Absence due to pregnancy/Title IX](#)

- d. Students requesting a medical withdrawal will be withdrawn from the university.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 to the University to re-enroll in the institution.
- f. Students are responsible for initiating the process for medical withdrawals. 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 and/or Campus Housing)
- h. Students should apply for and complete a medical withdrawal within thirty (30) days of the end of the semester in question.
- i. Providing incorrect or misleading documentation may result in sanctions as outlined in the Student Code of Conduct.

## **II. Definitions**

- a. Medical Withdrawals are defined as severe illnesses or injuries of an acute emergency nature that incapacitates the student.
- b. Medical Withdrawal – an acute or chronic mental or physical illness, injury, and/or personal emergencies that incapacitates a student, including finances and death of a close friend/family member.

## **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. 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/Mental conditions less than two-weeks shall be discussed with the professor(s) directly for academic success options.
- b. Medical/Mental Health Withdrawals will require all enrolled courses to be withdrawn collectively. Students will not be allowed to select courses for withdrawal.
- c. If a student submits a Medical/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.
- d. If student submits a Medical/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 a medical withdrawal within thirty (30) days of the end of the semester in question.
- e. Medical/Mental Health Withdrawals may be submitted on behalf of the student if the student is unable to physically and/or cognitively submit. The person submitting must provide an affidavit signed by the Healthcare Provider as proof that the student is unable to physically and/or cognitively submit.
- f. The dates specified on the Medical Release Healthcare Provider form must match the date of the withdrawal request.

## **IV. Committee Composition & Meetings**

The Medical/Mental Health Withdrawal Committee will consist of the persons holding the following positions:

- a. Assistant Vice President for Student Matriculation and Retention Success
- b. Dean, Student Transition and Academic Engagement – Chair
- c. Registrar/Representative
- d. Director of Financial Aid/Representative
- e. Director of Counseling/Representative
- f. Executive Director, Student Health Center
- g. Disability Council
- h. Executive Administrative Assistant Enrollment & Student Success
- i. Representative from the Provost Office or Academic Affairs
- j. Executive Director, Strategic Enrollment

The committee shall meet once a month to:

- Ensure policies and procedures are being followed
- To discuss any updates to policies and procedures that may be needed
- To discuss any medical withdrawal cases with extenuating circumstances.

## **V. Financial Aid Statement**

Withdrawing from all of your courses on or before the 60% point in the time of the semester, which is calculated using calendar days, can result in financial aid funding being owed back. Depending on the effective date of the withdrawal, students may owe a portion of any disbursed amount of financial aid to the university or the Department of Education.

## **PROCESS**

### **I. Withdrawal Request:**

- All electronic documents will be uploaded to the TSU withdrawal page hosted by the Registrar's office.
- Students must complete the Request for Medical Withdrawal and upload the Medical Release Healthcare Provider form to Medicaat at <https://tsu.medicatconnect.com>.
- Once application has been received, the Executive Administrative Assistant Enrollment & Student Success will send student a confirmation email of receipt and will provide link to upload the Medical Release Healthcare Provider form to Medicaat at <https://tsu.medicatconnect.com>. Students will have five (5) business days to upload documentation.
- Once the Medical Release Healthcare Provider form has been uploaded, the receiving office will inform the Executive Administrative Assistant if the Medical Release Healthcare Provider form is sufficient. If the form has been completed and authenticated, the Medical Withdrawal will be approved. If the form is incomplete or there are additional questions, the Executive Administrative Assistant will inform the student that their request cannot be reviewed due to insufficient documentation.
- Medical withdrawal decisions will be communicated via the TSU student email account within 10 business days.

### **Appeals:**

- Student appeals must be submitted in writing within 10 business days to the Executive Administrative Assistant Enrollment & Student Success.
- Appeals must provide additional information. Duplicate information will not be accepted.
- The committee will review appeal information and render final decision within 10 business days.
- Students in disagreement with the decision may appeal in writing directly to the Vice President for Enrollment and Student Success.

### **II. Readmission:**

- Those medically withdrawn students wishing to return must submit authorized documentation from the treating physicians and/or others to ascertain that the student is medically and otherwise ready to return to the university. Students may also use the Medical Withdrawal Reinstatement form. Students should submit readmission request no less than thirty days prior to the start of the semester term.

- Readmission decisions will be communicated via the TSU student email account within 10 business days.
- Students in disagreement with the decision may appeal in writing directly to the Vice President for Enrollment and Student Success.