

**DISCLAIMER:**

Medical withdrawals governed by this policy are distinct from standard term withdrawals reflected in the Academic Calendar. Requests related to military deployment or Title IX matters are governed by separate University policies and procedures.

**I. PURPOSE AND SCOPE**

The purpose of this Manual of Administrative Policies and Procedures (MAPP) is to establish the University's policy and procedures for students requesting a medical withdrawal from Texas Southern University when medical or psychological circumstances prevent the student from completing curricular requirements.

**II. DEFINITIONS**

1. **Medical Withdrawal:** A withdrawal from all courses during a designated academic term due to medical or psychological circumstances that obstruct or interfere with the student's ability to complete curricular requirements. Examples include medical or psychological illness, physical conditions, diagnoses, disorders, or bereavement.
2. **W (Withdrawal) Grade:** A grade assigned to a student who officially withdraws from a course or academic term after the official census date but before the end of the withdrawal period. A "W" grade does not affect the student's grade point average.
3. **Six-Drop Rule:** A provision of Texas Education Code §51.907 limiting undergraduate students at Texas public institutions to six dropped courses during their academic career, subject to statutory exceptions.

**III. POLICY PROVISIONS**

**A. Medical Withdrawal Process**

A student may request a medical withdrawal when medical or psychological circumstances obstruct or interfere with the student's ability to complete curricular requirements. Examples include serious medical or psychological illness, physical conditions, medical diagnoses, disorders, or bereavement. If approved, a medical withdrawal results in the student being withdrawn from all courses in the designated academic term.

1. Students are responsible for initiating the medical withdrawal process within thirty (30) days of the end of the semester in question. Requests submitted after this period may not be considered absent extraordinary circumstances as determined by the University.
2. Students who do not initiate the process within this timeframe will remain on the class roster and will receive grades based on their participation in the course. If a student submits a medical withdrawal request after the semester withdrawal deadline, the withdrawal will become effective based on the date provided on the Medical Release Healthcare Provider Form.
3. A withdrawal grade (“W”) assigned under this policy will not count toward the undergraduate “Six-Drop Rule.”
4. At the time of withdrawal, students must return all University property, including library materials, laboratory equipment, and research equipment.
5. The student may remain responsible for any outstanding financial obligations to the University resulting from withdrawal, including but not limited to campus housing charges.
6. If a student has received financial aid, the student may be responsible for repayment of that aid based on the date the documentation was presented to the appropriate review committee and in accordance with applicable federal and institutional financial aid regulations.
7. Approved medical withdrawals under this policy do not provide financial recovery. Any eligible refunds will be determined based on the effective date of the withdrawal in accordance with Texas Southern University’s refund policy.
8. Providing incorrect or misleading documentation may result in sanctions as outlined in the Student Code of Conduct.
9. Students receiving a medical withdrawal will be required to complete a Request to Return to the University in order to re-enroll.
10. If the student’s separation from the University exceeds one year, the student must reapply through ApplyTexas or through the appropriate graduate or professional school application portal.

## **B. Appeal Process**

1. Student appeals must be submitted in writing within 10 business days to the Office of the Student Ombudsman using the Ombudsman Intake Form.
2. Appeals must include additional information that was not previously submitted. Duplicate information will not be accepted.
3. A decision will be rendered within ten (10) business days after the committee reviews the appeal.