

EMERGENCY WITHDRAWAL DOCUMENTATION REQUIREMENTS

University of Houston - Undergraduate Academic Affairs (UAA)

109 E. Cullen - Houston, Texas 77204-2035

Tel: (713) 743-9110 Email: uaa@central.uh.edu (contact us for fax number)

Letters in support of an emergency medical withdrawal must include the following :

1. Addressed to Undergraduate Academic Affairs
2. Student name and ID number
3. First date of treatment
4. All dates of treatment and/or appointments during the semester of requested withdrawal
5. Formal diagnosis and what medically impedes, or impeded, academic progress. *If letter is in support of a partial withdrawal (reduced course load) past the UH deadline to self-drop/withdraw, please specify what medically prevented the student from completing the identified courses while being able to complete other courses in the same semester.
6. Recommendation for withdrawal for medical reasons for the identified semester– with an effective date of the recommendation (if that date is different from the date of the letter)
7. If student is medically ready to return to coursework, include statement supporting medical reinstatement identifying date/semester of return (this may be submitted by separate letter at a later date, see below)
8. Physician signature and license number

Medical Reinstatement:

For medical withdrawals, an enrollment hold will be placed on the student's UH account. The enrollment hold may be lifted by our office upon receipt and approval of a letter of medical reinstatement from the treating physician or psychiatrist who recommended the withdrawal verifying that the student is able to successfully return to coursework.

Documentation must include the date/semester the student is able to return to coursework.

Documentation in support of non-medical emergency withdrawals may include the following:

documentation must show that the date the emergency circumstance(s) occurred is in alignment with the semester identified for withdrawal and clearly support what impeded the student's academic progress after the semester deadline to self-withdraw

- **Death of immediate family member:** In the event of death of an immediate family member (mother, father, grandparent, sister, brother, child, spouse), an official death certificate will be required. Official obituary is helpful until certificate may be provided. In the case where family names differ, provide verification of the relationship.
- **Primary caregiver to severely ill immediate family member:** Letter from the severely ill family member's treating physician verifying student is serving as primary caregiver during impacted semester; include patient name, relationship to student, and relevant information similar to medical withdrawal letter above.
- **Legal matters:** Letter from attorney, court documents, etc. verifying circumstances that prevented completion
- Any additional documents that support withdrawal request

*If you have recommended a patient to reduce their course load, students may self-drop/withdraw (even for medical reasons) by the university semester drop deadline published in the UH academic calendar.