Student's Guide to Medical Withdrawal and Reenrollment

Student: ___________________________  ID#: ___________________________

Application for withdrawal from current semester or retroactive (circle one)

Last date of attendance: ________________

Withdrawal

- Necessary documentation regarding diagnosis, treatment recommendations, dates of care and recommendation for medical withdrawal from a licensed mental or medical healthcare provider has been submitted:
- Upon your request to withdraw you may need to be in touch with staff in the following:
  - Financial Aid
  - Bursar
  - Registrar
  - Academic Advisor
  - Disability Student Services (if applicable)
  - Veteran Student Services (if applicable)
  - International Student and Scholar Services (if applicable)
  - Other:

Note: Documentation on official letter head from a licensed mental or medical healthcare provider outlining the need for a medical withdrawal, the general nature of the medical condition and any dates you were under professional care is required to be eligible for a complete tuition refund. Additionally, all approved medical withdrawals will result in a registration hold placed on the student's account until the required reenrollment criteria is met regarding the student's fitness to return has been established.

Reenrollment

When your licensed mental or medical healthcare provider has determined that you are fit to return to the full rigors of academic work at the University of Colorado Denver, you will need to apply for reenrollment within 3 semesters of taking leave. You must also provide the following documents:

- A letter to the Director of Case Management briefly describing the medical condition that led to your withdrawal (see ucdenver.edu/csm).
- Any supporting documents including a statement from a licensed (license number is required) mental health or medical healthcare provider regarding your readiness to return and a signed Authorization for Release of Medical Information form designating the Director of Case Management as a recipient for medical information from the provider.

Students may submit their application for reenrollment from a medical withdrawal at any time within 3 months prior to the beginning of the semester for which they plan to return and no later than 1 month before. International students will need to consult with their assigned International Student Specialist regarding any additional procedures and eligibility requirements needed to determine the time frame for returning. Veteran Students should also consult with Veteran Student Services.

Signature of Case Management staff: ___________________________  Date: ________________

Signature of Student: ___________________________  Date: ________________