

Necessary Documentation to Submit for Medical Withdrawal Request

1. First, please fill out the electronic petition found at www.ucdenver.edu/csm. For quicker processing, you may attach the supporting documentation described below to the electronic petition.
2. Include a detailed letter from your provider indicating their support of your medical withdrawal. The letter must be on official letterhead from the licensed physician, psychiatrist, psychologist, or therapist treating you. The letter should include the following:
 - a. General nature of your medical condition and how this has impacted your coursework.
 - b. Any dates in which you were under professional care and the provider's license number.
 - c. A sentence stating your provider's support for a full medical withdrawal for the semester.
Example: *For the reasons outlined above, I support a medical withdrawal from all classes for (student's name) for (specific semester/s).*
 - d. Date of your anticipated return to school. (If applicable)
3. "Student's Guide to Medical Withdrawal" explains the withdrawal process. Please review and sign.
4. "Withdrawal Information Sheet" discusses the effect that a medical withdrawal may have on your financial aid. We encourage you to reach out to the Office of Financial Aid to see how your aid may be impacted by a withdrawal. Please review and sign this document regardless of whether you receive financial aid.
5. "CSM Release of Info" allows us to speak with your provider and verify that they wrote your letter of support. Please complete and sign. License numbers can be found by searching your provider's first and last name [here](#).

International students must work with their International Student Services Specialist to complete the Medical Reduced Course Load before applying for a medical withdrawal.

University of Colorado Denver Graduate Students should know that a medical withdrawal will not automatically extend the time limit for completion of the degree, although it may be used as a reason to request an extension, if needed. Doctoral students who pursue a medical withdrawal and need to be out for longer than the current term from which they are withdrawing will need to petition for a leave of absence through the Graduate School. Please contact the Graduate School for more information.

Retroactive withdrawal requests older than 6 months may not be eligible for tuition reimbursement (per the Tuition Reimbursement Policy) Exceptions may be granted based on strong extenuating circumstances. Retroactive withdrawal requests older than seven years will not be considered for tuition reimbursement.

Necessary Documentation to Submit for Reenrollment

When it has been determined by a licensed medical or mental health professional that the student is fit to return to the full rigors of academic work at the University of Colorado Denver, the student will need to request to reenroll in classes. If a student fails to reenroll for coursework within 3 semesters of taking leave, the student will need to reapply for admission to the University.

Please submit the following two forms to CSM@ucdenver.edu and allow at least two weeks for us to lift your hold:

- a. The “Reenrollment Questionnaire” completed by a mental health or medical healthcare provider regarding your readiness to return with all sections completed.
- b. “Authorization for Release of Medical Information” form designating the Office of Case Management as a recipient for medical information from the provider.

International students may only take leave up to one year and will need to consult with their assigned International Services Specialist regarding a time frame and any additional procedures for eligibility to return.

Students must submit their application for reenrollment from a medical withdrawal no later than 30 days prior to the start of the semester for which they wish to return and no sooner than 90 days before the start of the semester for which they wish to return.