

## Necessary Documentation to Submit for Medical Withdrawal Request

- a. Official request for a medical withdrawal (found at [www.ucdenver.edu/csm](http://www.ucdenver.edu/csm)) and additional documentation which includes the following:
  - i. A letter on official letterhead from the licensed physician, psychiatrist, psychologist or therapist treating the student. The letter must outline the following:
    1. General nature of your medical condition and how this impacted your course work
    2. Any dates which you were under professional care and the provider's license number
    3. Rationale supporting the need for a medical withdrawal
    4. Date of your anticipated return to school
  - ii. *Authorization for Release of Medical Information* form designating the Office of Case Management as a recipient for medical information from the licensed medical care provider.
  - iii. *Financial Aid Withdrawal Information Sheet* indicating your understanding of the financial aid implications of a full-term withdrawal.
  - iv. *Student's Guide to Medical Withdrawal and Reenrollment* indicating your understanding of the requirements for withdrawing and reenrolling.
- b. International students must work with their International Student Services Specialist to complete the Medical Reduced Course Load form.
- c. 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 will be 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.

**Please note:** 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 re-enroll in classes. If a student fails to re-enroll for coursework within 3 semesters of taking leave, the student will need to reapply for admission to the University.

- a. Appropriate documentation to re-enroll for classes must be submitted via email to [CSM@ucdenver.edu](mailto:CSM@ucdenver.edu) and must include the following:
- b.
  - i. A completed Re-enrollment Questionnaire completed by a mental health or medical healthcare provider regarding your readiness to return with all sections completed.
  - ii. *Authorization for Release of Medical Information* form designating the Office of Case Management as a recipient for medical information from the provider.
- c. International students may only take leave up to one year and will need to consult with their assigned International Services Specialist.

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.

- d. International students will need to consult with their assigned International Student Specialist regarding a time frame and any additional procedures for eligibility to return.