



Student’s Guide to Medical Withdrawal and Reenrollment

Student: _____

ID#: _____

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

Last date of attendance: _____

Medical Withdrawal

- Classes withdrawn prior to a medical withdrawal are not eligible for a medical withdrawal.
- Retroactive withdrawal requests older than 6 months may not be eligible for tuition reimbursement (per the University’s Tuition Reimbursement Policy). Exceptions may be granted based on extenuating circumstances.
- Retroactive withdrawal requests older than seven years will not be considered for tuition reimbursement.
- Veteran students and students utilizing the GI Bill should contact Veteran Student Services before applying for a medical withdrawal to discuss how it may impact their benefits.
- International students should contact International Student and Scholar Services before applying for a medical withdrawal to discuss how it may impact their visa.
- Students living on campus who are applying for a medical withdrawal for the current semester should contact housing before applying for a medical withdrawal.
- Upon your request to withdraw you *may* need to be in touch with staff in the following:

- | | |
|------------------|--------------------------------------------|
| Financial Aid | Disability Student Services |
| Bursar | Veteran Student Services |
| Registrar | International Student and Scholar Services |
| Academic Advisor | Housing |
| | 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 considered for a complete tuition refund. Additionally, all approved medical withdrawals will result in a registration hold placed on your account until the required reenrollment criteria is met and your 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:

Reenrollment Questionnaire completed by a mental health or medical healthcare provider regarding your readiness to return.

Authorization for Release of Medical Information form designating the Director of Case Management as a recipient for medical information from the provider.

Please allow at least two weeks for us to process your reenrollment paperwork and lift your hold. International students should 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: _____