

FAQ FOR MEDICAL WITHDRAWALS

Cancellation of Registration ♦ Current Semester Course Load Reduction ♦ Retroactive

How will I be notified of support or denial of my request?

Letter via U.S. mail or e-mail.

Do I need to make an appointment with the MWD coordinator at CMHC?

No. If necessary, the MWD coordinator will contact you from the telephone numbers and e-mail address(es) on your application.

Do I need to contact my Dean's office?

Yes. You will need to consult with an academic advisor in your dean's office and either obtain that person's signature on the application or ask the advisor to fax to CMHC a **Confirmation of Consultation with College Advisor** form to verify your visit.

- During the summer semester (Term I and II), it may be possible to withdraw through your dean's office without CMHC participation. Consult with your academic advisor.
- **Graduate** students should consult with their departmental advisors **prior to submitting** your application.

What other offices need to be contacted?

Student Financial Services (SFS aka Financial Aid):

- Consultation is mandatory. You must obtain that advisor's signature on your application **prior to submitting** your application—**even if you are self-paying!**
- Any other contract, such as Housing.
- Your insurance carrier, as your coverage may be affected.

I am an International student. Do I need to talk with the International Office?

Yes. Contact Linda Butler (471-1211) for assistance. INS status requirements may be affected by your MWD.

What if my difficulties involve a learning disability, such as ADD, as well as a mental health crisis?

Consultation with Students with Disabilities office is mandatory: SSB 4.400 or call (512) 471-6259.

Can I be granted additional MWDs?

CMCH recommends that the student not return to school until treatment has been established and the therapist agrees that the student can manage the demands of college. Typically, no more than one MWD is supported. It is also difficult to support a RetroMWD if the student knowingly failed to seek treatment. You must have strong documentation to support consideration of additional MWDs.

How long will it take to process my MWD application?

Usually **5 to 10 working days**.

- Due to staff vacations, summer turnaround could be longer.
- **Only RetroMWD applications will be accepted during the last week of class** due to time constraints.

What might slow down processing of my application?

- Incomplete or vague information on the application form.
- Missing or incomplete documentation from mental healthcare provider.
- Failure to obtain academic advisor's signature and SFS advisor's signature.
- Failure to have signatures properly witnessed or notarized.
- Failure to sign in all the appropriate places.
- Difficulty reading handwriting.

How do I re-enter UT following a semester off due to MWD?

Consult with an academic advisor and contact Admissions office at (512) 475-7352. You may be required to complete a **Returning Student application** six (6) weeks prior to re-admission.

What do you tell the dean about the circumstances surrounding my withdrawal?

Our letter advises the dean of the MWD coordinator's decision to support your request. No specific mental health information is divulged.

If I withdraw, can I still use UT services, such as the gym, library, Health Services, and CMHC?

Consult a representative in each department that you wish to use.

What office handles MWDs for physical illness or injury?

Kaycee Cox in University Health Services, SSB 2.212, (512) 475-8346.

Who handles MWDs for CMHC?

Judith Mitchell, LMSW-ACP, MWD Coordinator, SSB, 5th Floor, (512) 471-3515.