

## EMERGENCY WITHDRAWAL DOCUMENTATION REQUIREMENTS

University of Houston - Undergraduate Academic Affairs (UAA)

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### Letters in support of an emergency medical withdrawal must include the following:

1. Addressed to Undergraduate Academic Affairs
2. Student name and ID number
3. First date of treatment
4. All dates of treatment and/or appointments during the semester of requested withdrawal
5. Formal diagnosis and what medically prevents, or prevented, course completion. \*If letter is in support of a partial withdrawal (reduced course load) past the UH deadline to self-drop/withdraw, please specify what medically prevented the student from completing the identified courses while being able to complete other courses in the same semester.
6. Recommendation for withdrawal for medical reasons (or other) for the identified term – with an effective date of the recommendation (if that date is different from the date of the letter)
7. If student is ready to return to coursework, include statement supporting medical reinstatement identifying future term (this may be submitted at a later date, see below)
8. Physician signature and license number

### Medical Reinstatement:

For medical withdrawals, an enrollment hold will be placed on the student's UH account. The enrollment hold may be lifted by our office upon receipt and approval of a letter of medical reinstatement that the student is able to successfully return to coursework.

Documentation must include the date/term the student is able to return to coursework.

### Documentation in support of non-medical emergency withdrawals may include the following:

(documentation must show that the date the emergency occurred is in alignment with the semester identified for withdrawal and clearly support what prevented the student from completing coursework after the deadline to self-withdraw)

- **Death of immediate family member:** In the event of death of an immediate family member (mother, father, grandparent, sister, brother, child, spouse), an official death certificate will be required. Official obituary is helpful until certificate may be provided. In the case where family names differ, provide verification of the relationship.
- **Primary caregiver to severely ill immediate family member:** Doctor's letter indicating student is serving as primary caregiver during indicated semester, and includes patient name, relation, and relevant information similar to medical withdrawal letter above.
- **Legal matters:** Letter from attorney, court documents, etc.
- Any additional documents that support withdrawal request

\*If you have recommended a patient to reduce their course load, students may self-drop/withdraw (even for medical reasons) by the university drop deadline published in the academic calendar. Deadlines for Fall semester are typically near the end of October, and late March for the Spring semester.