

Required Additional Information for Medical Withdrawal

Email dos@uwsuper.edu with the following information within 10 business days of completion of the Total Withdrawal Form:

1. A **written personal statement** that includes each of the below bullets (i-v):
 - a. A description of the medical condition/circumstances that required you to withdraw from the university.
 - b. An explanation of how/why the medical condition/circumstances prevented you from completing the academic term.
 - c. Detail dates of the onset of your medical condition/circumstances, along with the dates of any treatment you received, if applicable.
 - d. If you stopped attending classes, explain why and when. (Note: nonattendance does not exempt you from academic and financial responsibilities.)
 - e. If you stopped attending classes, explain what other campus services you continued to utilize (such as meal plan, Student Health and Counseling, attendance at student events, etc.)
2. **Supporting documentation** which includes, but is not limited to:
 - a. A **letter from your health care provider(s)** or other pertinent sources. The documentation should be on clinic letterhead and your health care provider must address each of the following areas:
 - i. Describe the diagnosed medical or psychological condition/circumstances and indicate when treatment commenced.
 - ii. Explain how the condition impacts this student. Does it completely preclude the student from attending classes and completing the semester? If so, please describe how and why.
 - iii. NOTE: In the case of pre-existing, recurring, or chronic health conditions, documentation must show that the recurrence or worsening of the condition(s) began after initiation of the term for which the withdrawal is requested.
3. **Submit** all materials above to dos@uwsuper.edu within 10 business days of the submission of the Total Withdrawal form. Only medical withdrawal applications that are complete and contain the above materials will be reviewed.
 - a. **NOTE:** if the Dean of Students office does not receive the above documentation within 10 business days of submission of the Total Withdrawal Form, your withdrawal will be processed as a non-medical withdrawal.

After the materials are received, your request will be evaluated by the Dean of Students Office. You will be notified when it has been approved or denied. Notification may take up to a month after receipt. The Medical Withdrawal Review Committee meets once per month and the deadline for the application materials to be complete is three (3) business days in advance of the meeting.

IMPORTANT NOTES:

- The Medical Withdrawal Review Committee's decision may result in a full, partial, or no tuition refund. Students are encouraged to monitor their student account for remaining charges and are responsible for paying their balance in full if applicable. University adjustments should be completed within 2 weeks of the Committee's decision. See [Policy 807 Refund Schedule](#).
- International students, student athletes, students with a disability, and students who are receiving financial aid, veteran's, and/or other benefits and who are considering withdrawing from the university are encouraged to meet with the appropriate official (e.g., international student advisor, director of athletics, staff from Disability Support Services, financial aid advisor, or veteran's benefit coordinator) before withdrawing since there may be legal, certification, and/or repayment consequences associated with doing so.

- Medical withdrawal results in withdrawal from **all** classes. Students who are considering the medical withdrawal process and wish to drop some, but not all, of their classes for a term should instead contact their course instructors for information about requesting course late drops.

Additional steps for withdrawing from the university:

- Pay/fulfill all outstanding bills and university obligations with the Cashier's Office.
- Return books to Jacket Book and Supply.
- Return parking permit to Parking Services at the Public Safety Building (715-394-8177) for possible refund.
- Return borrowed materials to the Jim Dan Hill Library.
- Cancel housing contract (if living in the halls) by contacting Residence Life (reslife@uwsuper.edu or 715-394-8244). Pay housing fees up to the date you have formally checked out.
- Cancel meal plan/points at the Yellowjacket Union Information Desk (715-394-8244).
- Notify the Veteran's Coordinator, if receiving Veteran's Benefits, at Old Main 118 (715-394-8250).

All questions, correspondence, and documentation should be addressed to:

Dean of Students Office | Belknap and Catlin Ave | PO Box 2000 | Superior, WI 54880

Phone: 715-394-8244 | Fax: 715-394-8239 | dos@uwsuper.edu