

MEDICAL/COMPASSION WITHDRAWAL PROCEDURES

A Medical/Compassion Withdrawal Request can be made in extraordinary cases in which serious illness or medical injury, or other significant personal situations, prevent students from continuing their classes in any given semester.

Note: The requests are FULL semester withdrawals and must be submitted AFTER the scheduled university drop date.

WHEN TO REFER

Faculty/staff should only refer Medical/Compassion Withdrawals to a student if it's after the drop date and when incompletes or other arrangements with structors are not possible at that time.

WHERE TO REFER

All requests should be submitted via the Dean of Students website:

<https://www.uta.edu/student-affairs/dos/medical-compassionate-withdrawal> under the Medical Withdrawal tab.

WHAT TO SUBMIT WITH REQUEST

Faculty/Staff should inform students that documentation **MUST** accompany their request. Documentation may include the student's request and required documents in support of the request and related records of other departments that may be involved in processing the request.



For any additional questions
concerning this process please
email dos@uta.edu

FREQUENTLY ASKED QUESTIONS

Q. Can I refer a student if they have a passing grade?

A. Yes, however the decision would be based on circumstances of the hardship, but we would recommend the student to fill out a late withdrawal exception form.

Q. Can I refer the student to submit before the drop date?

A. No, if it is before the university scheduled drop date the student must submit a regular drop request.

Q. Can a student submit a Medical/Compassion Withdrawal without documentation?

A. Yes, however it is suggested that the student schedules a meeting with a DOS Case Manager.

Q. Where do we refer students when they need additional resources?

A. Depending on the students needs, our office can assist with getting students connected to a BIT Case Manager, SAR Center, and CAPS.

Q. Can Faculty/Staff submit a request on behalf of a student?

A. Yes, any request submitted by Faculty/Staff will be reviewed, but student consent is imperative in these cases.

Q. Is there a timeframe for students to submit a Medical/Compassion Request?

A. No, there is no expiration date on when a request can be submitted, as long as it has been submitted after the university scheduled drop date.