



## MEDICAL WITHDRAWAL

---

**A** Medical Withdrawal is requested when a student is suffering from a medical condition that prevents the completion of the semester. If a student is approved for medical withdrawal, a refund of tuition fees is also approved. The student receives a “WM” which indicates on the academic record the student was withdrawn from classes due to medical reasons. If the student was aware of the medical condition at the time of registration, the petition will be denied. Students who receive a medical withdrawal may be placed on hold until the University can determine that the student is ready to return. **Medical withdrawals are for all courses the student is registered in for the semester.** A medical withdrawal must be filed within six (6) months of the end of the semester involved.

### ELIGIBILITY REQUIREMENTS

- Only illness or injuries, as it relates to the student, of extended duration are normally considered for a medical withdrawal. Consideration will be given only when an illness or injury makes it impossible to complete a term. A medical withdrawal requires withdrawal from all classes for that term. Medical withdrawals will not be approved if the difficulty resulting from an injury or illness was present when the student enrolled for the term.
- Undergraduate Students who wish to file a medical withdrawal petition should go to Academic Services in Millican Hall 210 or contact the office via e-mail. (Graduate students requesting to medically withdraw will need to contact the College of Graduate Studies in Millican Hall 230.) The office will provide information on how to file a petition. The form will be given to you by an advisor.
- Read the instructions and definitions on the petition form explaining the medical withdrawal process and its consequences, if approved.

- The following forms will be required to file for a Medical Withdrawal and should be returned to the Academic Services Office:
  1. **FORM B** - is a request to be medically withdrawn from the University and should be returned to the Office of Academic Services.
    - a. Obtain a copy of your registration schedule from the Registrar's Office or print a copy from myUCF and attach it to your petition.
    - b. If you have any type of financial assistance from the Office of Financial Assistance, you must have them sign the petition form before you turn it in. The Office of Financial Assistance is located in Millican Hall 120.
    - c. If you are an international student with F1/J1 visa, you must have the International Services Center sign the petition form before you turn it in. The International Services Center is located in the Center for Multilingual Multicultural Studies
  2. **FORM C** - is a medical release form to be signed, witnessed and returned along with FORM B by the student.
  3. **FORM D** - is a health/medical provider report form which must be completed by the student and the student's physician(s) and must be returned directly to the Office of Academic Services by the provider(s).
  4. **Letter of Explanation** – is a statement from the student regarding the severity of his/her medical condition explaining why he/she is unable to complete the semester due to the medical condition.
- Any documentation not in the English language must be translated by a proper authority before submitting with the petition forms.
  5. Return the completed petition paperwork to Academic Services, Millican Hall 210. An evaluation will be made by the Academic Services Office upon receipt of all appropriate medical withdrawal forms. Your instructors will be contacted to provide information and support. Your Medical Withdrawal request will take approximately two to three weeks to review.

If you are an Undergraduate student and have read and understood these rules and procedures and wish to continue with this process, email **Academic Services** from your Knightsmail e-mail account with your name, UCFID (formerly known as PID), and what type of petition you are trying to pursue (and the courses involved in your request), or come to our office in Millican Hall 210 and inform us of your desire to continue with the petition process.