



Medical Withdrawal Request

What you need to know about a ‘Medical Withdrawal’ request before applying.

Students may sometimes experience psychological and/or medical concerns that significantly impact their ability to fulfill their academic obligations to the institution. Students with extenuating medical conditions, as confirmed in writing by a physician or mental health professional, that render them incapable of completing their courses must provide documentation of an injury or illness, which was believed to have been treated and resolved, or not previously known to the student. Students must also provide evidence of having experienced an escalation of symptoms and documented evidence of having received treatment during the semester for which they are seeking medical withdrawal. The medical withdrawal application must be completed and submitted to the Chief Student Affairs Officer or the designee as soon as possible and no later than 30 days after the semester ends.

Students approved for medical withdrawals are withdrawn from all academic courses for the immediate term which will result in ‘W’ grades on the final transcript. The students remains responsible for outstanding balances, including but not limited to fees generated from tuition, room and board, and meal plans. Return (page 2) of the completed request form, with mandatory supporting documentation, to the **Student Affairs Suite #308 in the Floyd Payne Campus Center.**

Based on TSU’s refund policy, the following applies to tuition and fees:

- 100% before the first day of classes
- 75% beginning the first day of classes through the fourteenth day (including weekends)
- 25% beginning the fifteenth (15th) day of classes through 25% of the term
- 0% after the 25% refund period.

If students receive federal aid, a Return to Title IV (R2T4) calculation is required, to determine if a student has earned 100% of the federal aid in the semester under review.

In order to earn 100% of the federal aid, the student must have been enrolled at least 60% of the term (i.e. 100 days in the semester, must be enrolled 60 days), or could possibly create a balance on ‘My TSU’.

It is highly recommended that students speak with a Financial Aid representative, before withdrawing or taking a LOA.

Applying does not guarantee approval.



Medical Withdrawal Request

Please consider for _____ Semester _____ Year.

Supporting documentation MUST be attached.

T Number: _____ Birthdate: _____ Date: _____

First Name _____ Last Name: _____

Cell #: _____ Email: _____

Major: _____ Classification: _____

Medical Withdrawal Reason Below:

TSU Official Use Only

Received: _____ Form _____ Documentation _____ Date: _____

Approved: _____ Denied: _____ Date: _____

Emailed Records: _____ Date: _____ Emailed Student: _____ Date _____

Comment: _____
