

LATE WITHDRAWAL for EMERGENCY REASONS DOCUMENTATION GUIDELINES

University of Houston - Undergraduate Academic Affairs (UAA)

Tel: (713) 743-9110 Email: uaa@uh.edu (contact us for fax number)

Documentation of Medical Emergency

Letters from treatment providers in support of late withdrawal for medical emergency reasons must include:

1. Addressed to Undergraduate Academic Affairs
2. Student name and date of birth
3. Date of the medical emergency, the date the withdrawal was recommended, and all dates of treatment during impacted semester
4. Formal diagnosis and the medical emergency that impedes, or impeded, academic progress
5. Recommendation of withdrawal from all courses for the medically impacted semester*
*If the student completed courses with passing grades and wishes to keep those passing grades, we may ask the student to provide more information from you on how the medical emergency impeded academic progress in only some courses
6. If student is medically ready to return to coursework, include statement that supports medical reinstatement and identify the return date/semester (this may be submitted by separate letter later, see below)
7. Treatment provider signature and license number

Medical Reinstatement:

For approved medical withdrawals, the UAA office places an enrollment hold on the student's UH account. The enrollment hold may be lifted upon receipt and approval of a letter of medical reinstatement from the treatment provider who recommended the withdrawal. The letter must verify that the student is able to successfully return to coursework and include the recommended date/semester of return. We recommend that students submit this letter at least 2 weeks before the first day of classes.

Documentation of Family or Personal Emergency

Documentation must clearly support that a family or personal emergency beyond the control of the student impeded academic progress. The emergency date(s) must be within the semester.

Examples may include, but are not limited to:

- **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. If family names differ, provide verification of the relationship
- **Primary caregiver to severely ill immediate family member:** Letter from the severely ill family member's treating physician verifying student is serving as primary caregiver during impacted semester; include patient name, relationship to student, and relevant information similar to medical withdrawal letter above
- **Legal matters:** Letter from attorney, court documents, etc. verifying legal circumstances that impeded academic progress