



Medical Withdrawal Checklist

This checklist serves as a guide for students who are requesting to take a medical withdrawal for physical or behavioral health reasons. It contains information to assist in navigating the process and outlining other areas students may need to contact prior to leaving campus. We understand that students who need to request a medical withdrawal may not be able to communicate directly, and welcome communication from a designee to assist with the process. Questions about this checklist should be directed to the Office of Student Advocacy and Support.

Initial Steps: Request Process/Procedure

- Contact the Office of Student Advocacy and Support to discuss medical withdrawal process and complete any necessary paperwork.
- Schedule appointment in Dr. Bob Smith Health Center for an evaluation of the medical withdrawal request.
- Sign appropriate release to the Caring Community Connections (CCC) team from the Dr. Bob Smith Health Center
- Dr. Bob Smith Health Center will provide summary of evaluation to CCC team and decision will be communicated to student
- If medical withdrawal is granted, a hold will be placed on your account and cannot be removed until appropriate conditions for return are satisfied and a request to return is made
**Note that you will receive all Ws for the term in which you are taking a medical withdrawal and that if you have already enrolled in future terms, that enrollment will be canceled.

Next Steps: Communication with Other Offices

- Residence Life and Student Housing**--If you live on campus and have been granted a medical withdrawal, you must appropriately check out of your on-campus space within 48 hours. To check out:
 - Move all of your belongings out of your assigned space
 - Contact a RLSH staff member to check out
 - Return your room key, if applicable
- Financial Aid**—if you receive financial aid or scholarships, contact your financial aid advisor to discuss any impact medical withdrawal may have on your aid and address any additional questions or concerns you may have. You can determine who your assigned financial aid advisor is [here](#).

- Bursar's Office**—contact the Bursar's office for any questions you have about a refund associated with your medical withdrawal, or for any other questions about your balance.
- SMU Bookstore (if applicable)**—if you have rented or purchased books from the bookstore, [visit the SMU bookstore](#) for information about returning them.
- Athletics (if applicable)**—if you are a student athlete, inform your coaches/trainers/academic counselors about your medical withdrawal.
- Campus mail**—if you have an SMU mailbox and need to close your mailbox or forward your mail, contact [postal services](#) if you have any questions.
- Student health insurance**—if you have student health insurance and have questions about how your withdrawal will impact your insurance, contact Angela Warfield at angela@smu.edu.
- International Student and Scholar Services (if applicable)**—if you are an international student, you must contact the [International Student and Scholar Services](#).
- Student Employment**—if you are employed on campus, connect with your employer to share that you have withdrawn from the university.
- Scholar Programs**—if you are a President's or Hunt Scholar, please contact your appropriate scholar director to discuss any impact to your scholarship.
- Student Conduct and Community Standards**—if you have a pending student conduct case, you will not be able to return without resolving the case. Contact the [Office of Student Conduct and Community Standards](#) with any questions.
- Veteran Affairs**—if you are receiving veteran benefits, contact [Veteran Affairs](#) to discuss how a withdrawal would impact your educational benefits.