

INSTRUCTIONS FOR FILING A WITHDRAWAL with APPROVED EXCUSE

Non-Medical and Medical

Withdraw with Approved Excuse – Non-Medical	Withdraw with Approved Excuse - Medical
Step 1: Attach a statement to page 1 of this document describing your reasons for seeking a Withdrawal with Approved Excuse. Include the last date that you attended each of your classes.	Step 1: Attach a statement to page 1 of this document describing your reasons for seeking a Withdrawal with Approved Excuse for Medical Reasons. Include the last date that you attended each of your classes.
Step 2: Attach any additional documents to Page 1 and submit to your School/College Advising Office.	Step 2: Sign the Request, Authorization, and Consent for Release of Records waiver (page 2 of this document), attach to page 1. (Your medical provider may also require a release from you in order to share information with your academic advisor.)
Step 3: Your Advising Office will submit the petition for review after verifying the last date of attendance for each of your classes with your instructors.	Step: 3 Ask your treating medical provider to complete the Medical Provider’s Statement (page 3 of this document) and return it to your advising contact.
<p>If your petition is <u>approved</u>, a “WE” will be posted on your academic record.</p> <ul style="list-style-type: none"> Using your last date of attendance, Student Financial Services will evaluate your financial aid eligibility and billing status. If applicable, a tuition adjustment will be processed on a pro-rated basis as a credit towards tuition and fees for future registrations up to one (1) year after the end of the semester in which the withdrawal took place. For details please see the University Bulletin. 	<p>Step 4: Your Advising Office will submit the petition for review after verifying the last day of attendance for each of your classes with your instructors.</p>
<p>If your petition is <u>denied</u>, your School/College Advising Office will contact you and help you develop an academic plan for future semesters. Please see Student Financial Services for financial aid eligibility.</p>	<p>If your petition is <u>approved</u>, a “WE” will be posted on your academic record.</p> <ul style="list-style-type: none"> Using your last date of attendance, Student Financial Services will evaluate your financial aid eligibility and billing status. If applicable, a tuition adjustment will be processed on a pro-rated basis as a credit towards tuition and fees for future registrations up to one (1) year after the end of the semester in which the withdrawal took place. For details please see the University Bulletin. If you are registered for the next semester, your registration will be automatically canceled until you are cleared to return.
<p>Step 4: If you know that you will not be returning in the following semester, you are strongly advised to complete a Leave of Absence. See http://policies.temple.edu/getdoc.asp?policy_no=02.10.16 for guidelines.</p>	<p>If your petition is <u>denied</u>, your School/College Advising Office will contact you and help you develop an academic plan for future semesters. Please see Student Financial Services for financial aid eligibility.</p>
	<p>Step 5: If you know that you will not be returning in the following semester, you are strongly advised to complete a Leave of Absence. See http://policies.temple.edu/getdoc.asp?policy_no=02.10.16 for guidelines.</p>
	<p>Step 6: In order to be cleared to register for classes when you return to the University, ask your medical provider to complete the <u>Medical Provider’s Statement to Return to the University</u> (page 4 of this document) and to send it to your Advising Office.</p>
	<p>Step 7: Meet with your advisor to discuss your academic plans.</p>

Note: Please follow up with other offices on campus to ensure that any other obligations are met, e.g. housing, library, etc.