



MEDICAL WITHDRAWAL STUDENT CHECKLIST

Use this checklist if you plan to take a complete medical withdrawal from Tulane University for physical or behavioral health reasons. This checklist contains information that will ensure that you understand how to complete the official withdrawal and other offices you need to contact prior to leaving.

Step One: Withdrawal

- Schedule an appointment with Academic Advising or Case Management & Victim Support Services. You can schedule with your academic advisor online at <http://www2.tulane.edu/advising/appointment.cfm> or by phone at (504) 865-5798. You can schedule with a Case Manager in the Office of Case Management and Victim Support Services (CMVSS) by emailing srss@tulane.edu or calling (504) 314-2160. You may also be seen as a walk-in. The CMVSS office is located in Suite G02 of the Lavin-Bernick Center (LBC). At this appointment the University official will discuss the withdrawal process and complete the necessary paperwork.
- At this meeting, the University official will discuss the medical withdrawal process with the student. If appropriate, the University official will complete the withdrawal paperwork with the student as well as submit a referral to the Health Center for Student Care for evaluation for medical leave. The provider may contact you, should they need more information to complete their review.
- Based on the review, a recommendation will be made to the Dean of your school or Program Director and your registration will be adjusted appropriately. The Dean's office will place a medical hold on your account that will prevent you from registering without properly petitioning to return. If you are already registered for the upcoming semester, the Dean's office may administratively drop your complete course schedule.

Step Two: Next Steps

- On-Campus Housing: students taking a complete medical withdrawal must check out of housing within 48 hours. Below are the steps to take:
 - Complete and sign a Housing Agreement Release Request
 - Student must remove all belongings from their space, check out of the room with the Resident Advisor (RA) or a member of the hall's RA staff, and return the room keys

Financial Aid: students who receive financial aid/scholarships and are taking a complete medical withdrawal will complete the Withdrawing from Tulane University: Effect on Financial Aid form. Additional questions or concerns should be directed to the appropriate financial aid counselor. A student's financial aid counselor can be identified by visiting <https://tulane.edu/financialaid/contact/counselors.cfm>.

Accounts Receivable: Pay any remaining tuition, fees, or other charges on your student account. You will not be allowed to re-register at the University or request an official transcript if any unpaid past due charges remain on your account. Please visit Accounts Receivable located on the 1st floor of Phelps House Suite 103 or by calling (504) 862-8758.

Books: See <http://tulane.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?catalogId=10001&langId=-1&storeId=13559> for instructions on returning textbooks you have rented and/or purchased. You will need to bring a copy of your Resignation from the University form if your withdrawal takes place after the first 30 days of the semester.

Campus Mail: Prior to leaving campus, please complete a mail forwarding form at <https://tulane.edu/universityservices/mail/forwardingform.cfm> and turn in your mailbox key to mail services located on the first floor of Bruff Commons.

Student Health Insurance Plan: Tulane University allows eligible students who wish to continue enrollment under UHCSR Plan while on an approved leave of absence for a maximum of one year. In order to be eligible for coverage, students must be currently enrolled in the plan and intend to return to the University and remain a degree-seeking candidate. Please contact the Student Health Insurance Office at 504-865-5256 or healthins@tulane.edu.

International Students: If you are an international student, please check with the Office of International Students and Scholars to discuss next steps <http://global.tulane.edu/oiss/index.html>.

Student Employment: If you have a student job on campus or a graduate assistantship or fellowship, contact your employing department to inform them you are taking a medical withdrawal.