MENTAL HEALTH WITHDRAWAL GUIDE FOR STUDENT
Counseling Services has been asked by Academic Support and Undergraduate Studies, Dean of Graduate Studies, Business Office, Registrar’s Office, and Financial Aid to help process student’s requests for withdrawals due to a mental health problem. Please use this document as a guide to assist you with the completion of your mental health withdrawal.

You are responsible for your academic performance until the date that your mental health withdrawal is approved. The first step should be to speak with your professor as she/he may be able to help you. Counseling Services does not make the final decision for a mental/medical health withdrawal.

Any refund of tuition and fees will follow the University’s Refund Policy for Withdrawal or Dropping Courses (see page 57 of UTSA bulletin) at the time of the effective date of the withdrawal. The effective date of the withdrawal will be determined by the Dean of Undergraduate Studies or Dean of Graduate Studies.

Your Responsibilities: You are required to request and ensure that all documentation is submitted in a timely fashion. All documents must be provided or completed within one month of the initial request. If documentation is not submitted within one month, the file will be closed and no further action will be taken regarding the request. The required documentation includes the following:

1. A signed Authorization to Release Records and Information for Medical/Mental Health Withdrawal Request. This document allows UTSA Counseling Services permission to act on your behalf with Academic Support and Undergraduate Studies, Dean of Graduate Studies, Business Office, Registrar’s Office, and Financial Aid.

2. A signed UTSA Counseling Services Informed Consent: Mental Health Withdrawal Requests. This document provides explanations of confidentiality, maintenance of records, services offered, and emergency/after-hours resources. Please click on the link below to access this form.

3. A typewritten statement by you with an explanation of why you are requesting a mental health withdrawal. Please include the dates of when this problem/concern began. Please be descriptive regarding the severity of your condition (i.e. how your problem affected your ability to complete the semester in question).

4. A current transcript (i.e. can be an unofficial copy) of your academic record. Transcripts can be requested by accessing the Registrar’s Office online at http://www.utsa.edu/registrar/.

5. A statement on letterhead from your attending health care provider (i.e. physician, therapist, psychiatrist, psychologist, etc.) to include dates of onset of problem, diagnosis, plan of treatment, prognosis, and his/her recommendation for withdrawal. You will be required to sign a release so that UTSA clinician/staff can verify this information with your health care provider. If your mental health withdraw request is in regards to a recent death, a copy of the death certificate will be required.

6. Any supporting documentation to verify validity of your concern/problem (e.g. hospital records, police report, emergency department summary, court records, etc.).

Counseling Services Role:
1. Our role is to collect, review, and verify the documentation that you submit supports your request for a mental health withdrawal. UTSA Counseling Services will maintain the privacy of your documents throughout this review process.

2. UTSA Counseling Services will submit a recommendation to the Dean of Undergraduate Studies or the Dean of Graduate Studies (whichever is appropriate) after all the documentation has been received and verified.

Any questions regarding a mental health withdrawal, please contact:
Jason Dillard, M.A. or Dr. Thomas Baez, Director at (210) 458-4140, RWC 1.810.