



**GUIDE FOR STUDENT**

Counseling Services has been asked by Academic Support and Undergraduate Studies, Dean of Graduate Studies, Business Office, Registrars Office, and Financial Aid to help them process student's requests for withdrawals due to a mental health problem. This memorandum is being given to you, the student, as a guide and outlines what you are responsible for during this process.

**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 Duties:** You are required to request and ensure that all documentation is submitted from your healthcare providers. 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:

1. A signed *Authorization to Release Records and Information for Medical/Mental Health Withdrawal Request* giving Counseling Services permission to act on your behalf with Academic Support and Undergraduate Studies, Dean of Graduate Studies, Business Office, Registrars Office, and Financial Aid.
2. A typewritten request by you with an explanation of why you are requesting a mental health withdrawal. Please include the dates of when the problem started and specifically how your problem affected your ability to complete the semester in question. If you plan to return to school in a future semester, please outline how you intend to balance your academic needs with your mental health needs. (I.e. smaller course load, medication, therapy, etc.)
3. A current transcript of your academic record.
4. A statement on **Letterhead** from the attending health care provider (i.e. physician, therapist, psychiatrist, psychologist, etc) to include dates of onset of problem, diagnosis, plan of treatment, prognosis, recommendation for withdrawal. (You will be required to sign a release so that the UTSA clinician/staff person can verify points in the letter with your health care provider). If your request is in regards to a recent death, a copy of the death certificate will be needed.
5. Any supporting documentation to include, hospital admission, and/or emergency department summary as well as any examination findings (if applicable).

**Counseling Services Role:**

1. Our role is to take the documentation that you submit to support your request for a mental health withdrawal. Counseling Services wishes to respect your privacy and will only forward information necessary to facilitate the withdrawal.
2. Counseling Services will write a letter outlining what documentation was received, that is was verified and any recommendations, if appropriate. The letter by Counseling Services will be made after all the documentation is received in their respective offices and will be submitted to the Dean of Undergraduate Studies or the Dean of Graduate Studies, whichever is appropriate.

Any questions regarding a mental health withdrawal, please contact **Jeff Gatlin, MS, LPC** or **Dr. Thomas Baez, Director of Counseling Services** at 210-458-4140, RWC1.810.