Medical Withdrawal Process
Being a Gator means caring about the Gator Nation! If you or a fellow Gator is in distress, contact U Matter, We Care.

In case of emergency, contact the University of Florida Police Department at 352-392-1111.

352-294-CARE (2273)  UMATTER@UFL.EDU  @UMATTERWECARE
Why petition?

• Unexpected situations can arise that interfere with a student’s ability to be academically successful

• Situations include (not limited to):
  • Physical health issues
  • Mental health issues
  • Learning disabilities
  • Family/personal crisis
  • Death in the family
  • Victimization

• Petition to withdraw from:
  • All courses
  • Some courses
  • Current semester
  • Past semester (already received grades)
Upcoming Changes

New Documentation Submission Procedure

• Students and faculty will submit paperwork for all petitions via email to 
  MedicalWithdraw@dso.ufl.edu
• The DSOCares@dso.ufl.edu email address will no longer be used for submission of 
  paperwork
  • It will still be monitored in case documentation comes through
  • Documentation for Instructor Notifications will be received through the DSO 
    Cares inbox
• Encourage students and faculty to submit only by email as we are moving to a 
  paperless system
  • We will still accept hard copies and faxes, however, they will be processed 
    through the paperless system
Petition Benefits

- Withdrawals or drops that have been deemed as medical allow the student to attempt courses for a 3rd time
- The petition protects students’ academic future while also focusing on their wellbeing
- Approved petitions receive an Approval Letter which provides students with legitimacy regarding withdrawals
  - This can be helpful for future graduate program applications
  - Verifies that the university has reviewed the withdrawal as a medical necessity
- Eligibility for a tuition reimbursement
  - In order to be eligible for tuition reimbursement, students must submit at least one piece of required documentation for their petition within six months of the last day of classes for the semester in question.
Types of petitions

1. Current Semester Full-Term Medical Withdrawal
2. Current Semester Medical Drop
3. Retroactive Semester Full-Term Medical Withdrawal
4. Retroactive Semester Medical Drop
Current Semester Full-Term Medical Withdrawal

Withdraw from all courses by the university withdrawal deadline
  • Withdraw on ONE.UF

Complete the Medical Withdrawal Petition Questionnaire
  • Provide current medical documentation

Submit documentation to the DSO
  • Email: MedicalWithdraw@dso.ufl.edu

Petition reviewed by the Medical Petition Committee
  • Meets the 2nd and 4th Tuesdays of each month

Track the status on ONE.UF
Retroactive Semester Medical Withdrawal

Complete the Medical Withdrawal Petition Questionnaire
  • Provide relevant medical documentation

Submit an Instructor Recommendation Form
  • Required for each course you’ve received a grade in for that semester (does not include W grades)

Submit documentation to DSO
  • Email: MedicalWithdraw@dso.ufl.edu

Petition reviewed by the Medical Petition Committee
  • Meets the 2nd and 4th Tuesdays of each month

Track the status on ONE.UF
Current Semester Medical Drop

Request to drop the course through ONE.UF
- Before the deadline to drop/withdraw
- The request does not automatically drop the student from the course; student must receive permission through the college
- Students will receive an email from the college confirming or denying the drop request

Complete the Medical Withdrawal Petition Questionnaire
- Provide relevant medical documentation to show how course(s) was specifically impacted

Submit an Instructor Recommendation Form
- For each course you are petitioning to medically drop

Submit documentation to the DSO
- Email: MedicalWithdraw@dso.ufl.edu

Petition reviewed by the Medical Petition Committee
- Meets the 2nd and 4th Tuesdays of each month

Track the status on ONE.UF
Retroactive Semester Medical Drop

Complete the Medical Withdrawal Petition Questionnaire
  • Provide relevant medical documentation to show how course(s) was specifically impacted

Submit an Instructor Recommendation Form
  • Required for each course you’re requesting to withdraw from in that semester (includes W grades)

Submit documentation to the DSO
  • Email: MedicalWithdraw@dso.ufl.edu

Petition reviewed by the Medical Petition Committee
  • Meets the 2nd and 4th Tuesdays of each month

Track the status on ONE.UF
Petition Decisions

There are three options that the Medical Petition Committee will provide:

• Decision 1: Approved
  • Student provided sufficient medical documentation to support the withdrawal

• Decision 2: Deferred
  • The committee requires more information/documentation to support the petition. The committee will give specific information on what is required for further review

• Decision 3: Denied
  • The committee was not able to support the student’s petition based on the documentation submitted.
  • The student is eligible to submit more documentation for review or submit to the University Student Petitions Committee as a hardship rather than as a medical
How is the petition processed?

1. When the petition is complete, it will then be added to the next available agenda. Documentation is processed in the order that it is received, there is no guarantee that a petition will be reviewed at the next committee meeting.

2. Once a petition is reviewed by the committee and has a decision, the student’s petition status will be updated on ONE.UF. It will then move to the Office of the University Registrar for updates on the transcript and to the Bursar’s Office for a tuition reimbursement, if eligible. This processing time can take 4-6 weeks.

3. Students will receive a decision letter to their UFL email account.
Helpful Resources

1. Medical Withdrawal Website:  https://www.dso.ufl.edu/care/medical-withdrawal-process/