

Medical Withdrawal Health Care Provider Letter Requirements

Letter to Complete Medical Withdrawal

To officially complete a medical withdrawal from the University of Wisconsin-La Crosse, your health care provider will need to submit a *signed* letter on official letterhead (prescription pad notes will not be accepted) covering the following areas:

1. How long has the healthcare provider been seeing you concerning this issue?
2. What is the diagnosis? (Please do not include medical records.)
3. Describe how the student is prevented from completing classes for the term in question.
4. What is the suggested treatment and timeline?
5. In the case of a pre-existing, recurring, or chronic health condition, documentation must show that the recurrence or worsening of the condition(s) began after initiation of the term for which the withdrawal is requested.
6. Recommendation for a medical withdrawal from UW-La Crosse for the term in question.

Letter to Return to UW-La Crosse After Taking a Medical Withdrawal

To return to UWL as a student after taking a medical withdrawal, you will need to submit a *signed* letter on official letterhead (prescription pad notes will not be accepted) from your health care provider covering the following areas.

1. What is the prognosis?
2. Is there an ongoing treatment plan? If so, what does it include?
3. Statement supporting the student's return to classes, including the recommended term to return. Be specific as to whether the student has a reasonable chance for success. If there are accommodations that could benefit the student, it will be important for them to connect with the UWL [ACCESS Center](#).

Other things to note:

1. These must be separate letters. Combined letters to medically withdraw and return from a medical withdrawal will not be accepted.
2. All letters must be signed and on official letterhead or they will not be accepted.

Letters can be mailed or faxed to:

Office of Student Life
University of Wisconsin-La Crosse
Rm. 149 Graff Main Hall
1725 State Street
La Crosse, WI 54601

Fax: 608-785-8933

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