

**University of Southern Maine**  
**Student Application for Involuntary Withdrawal**  
**Health Care Provider Supporting Documentation Requirements**

An involuntary withdrawal request may be made in cases in which a serious illness or injury of the student or an immediate family member results in the student's need to withdraw from classes at the University of Southern Maine.

A request for a medical withdrawal must be accompanied by documentation from an attending health care provider supporting the student's need to withdraw. The documentation is to be submitted on practice letterhead (not prescription pad) and must include the following:

1. The general nature of the medical condition, and why/how it prevented the student from completing course work and resulted in the need to withdraw before the end of the term.
2. The date the student became medically unable to attend and/or participate in classes.
3. Dates the patient has been under professional care for this illness or injury.
4. Type of health care practice.
5. Signature of the Health Care Provider.

**COPIES OF MEDICAL RECORDS WILL NOT BE ACCEPTED**

Generally an involuntary withdrawal is granted only when a student must withdraw from all classes. In the event that the student is requesting an exception to the withdrawal policy for some but not all classes, the supporting documentation must clarify why the circumstance resulted in the student's need to withdraw from some but not all classes.

Mail or fax supporting documentation to:  
University of Southern Maine – Student Accounts Office  
Involuntary Withdrawal Review Committee  
136 Luther Bonney Hall  
PO Box 9300  
Portland, ME 04104  
FAX (207)228-8591

Supporting documentation will not be reviewed until the student has submitted a signed *Student Application for Involuntary Withdrawal*.