



FLORIDA STATE UNIVERSITY  
Mental Health Course Drop & Withdrawal Committee

PROVIDER'S INSTRUCTIONS FOR MENTAL HEALTH APPLICATIONS ONLY

THIS FORM MUST BE ATTACHED to sent records

To meet the criteria for a **Mental Health** Course Drop or Withdrawal, the student's condition must be severe enough so as to warrant inpatient hospitalization for treatment (not just evaluation) and/or extensive (multiple sessions) of counseling, psychotherapy, or psychiatric consultation.

It is the student's responsibility to contact their mental health treatment providers to request documentation of treatment received during the semester in question. Progress notes of each session attended are most preferred. Clinicians may provide a treatment summary letter. However, this document must include the following information:

- Provider name and State License Number
- Specific dates of service provided to student
- Type of service provided
- Diagnosis (if any)
- Psychiatric Medication (if any)
- Treatment Outcome and Recommendations
- History of Presenting Problem including detailed information regarding mental health symptoms during the semester in question: Level of symptom severity, any impairment in functioning, time of symptom onset and/or indication of acute exacerbation of symptoms

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Release & Send Documentation To:

FSU Mental Health Course Drop/Withdrawal Committee  
University Health Services  
960 Learning Way  
Tallahassee, FL 32306-4178

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Phone 850-644-1624

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