

## Medical/Psychological Withdrawal through Health & Counseling Services

[www.eiu.edu/~health](http://www.eiu.edu/~health)

[health@eiu.edu](mailto:health@eiu.edu)

217-581-3413

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This form outlines the process of requesting a complete Medical/Psychological Withdrawal from Eastern Illinois University through Health & Counseling Services. It is important that you read the form carefully and that you understand that accepting such a withdrawal will have certain consequences.

Prior to considering a Medical/Psychological Withdrawal, the student should consider whether a course incomplete, a medical leave of absence, or a late-retroactive withdrawal may be best appropriate for their situation.

### **Course Incompletes**

Course “Incompletes” in individual classes or Withdrawals from one or two classes should be considered prior to requesting a complete Medical/Psychological Withdrawal. “Incompletes” in courses may be arranged with the student’s respective instructors at their discretion and may be an option for students to consider instead of a medical leave or a withdrawal.

### **Medical Leave of Absence ([https://www.eiu.edu/registra/mla\\_form.php](https://www.eiu.edu/registra/mla_form.php))**

To apply for a medical leave, students are required to contact the Office of the Registrar to complete the required forms. All requests for a medical leave require medical documentation that will be reviewed by the Health and Counseling Services.

Upon the written recommendation of a treatment provider, and with the concurrence of the Health and Counseling Services, a student may be granted a medical leave of absence for a major medical and/or mental health issue, procedure, pregnancy, and/or pregnancy related conditions that prevents campus-based activities for a significant period of instructional time. Students who are approved for a medical leave will be eligible to receive an incomplete in all courses for the current semester of registration, as well as appropriate academic support and reasonable accommodations that may be needed to complete the coursework within one calendar year from the initial leave date. Individuals requesting a leave are not eligible for a full or partial refund of tuition, mandatory fees, and/or associated course charges.

### **Late-Retro Active Withdrawal (<https://www.eiu.edu/registra/files/latewithdrawalrequest.pdf>)**

A student may request a late withdrawal through the Office of the Registrar when a documented illness or other extraordinary circumstance prevents withdrawal from a course by the established deadlines. The deadline for submitting a late withdrawal is March 15th for the immediately preceding fall semester and October 15th for the immediately preceding spring or summer semester.

### **Medical/Psychological Withdrawal**

To apply for a medical leave or a related accommodation, students are required to complete the Health and Counseling Medical and Psychological Withdrawal Application, submit a written statement regarding the medical/psychological withdrawal, have their treating providers submit supportive documentation/letter regarding diagnoses, treatment, and aftercare, and signed releases of information.

A Medical/Psychological Withdrawal applies to all courses a student is enrolled in for the semester in which the Medical/Psychological Withdrawal is applied for. Students requesting a medical and psychological withdrawal may be eligible for a full or partial refund of tuition, fees, and/or associated charges depending upon the date in which the medical/psychological withdrawal is applied.

Students will have one year after the day in which the semester closes following the event or the on-set of the medical/psychological situation has occurred to submit a withdrawal request. For example, a student who has a medical/psychological event during the spring 2023 semester, has until the day in which the fall 2024 semester closes to submit a request for a Medical/Psychological Withdrawal.

**It is important that you read the form carefully and that you understand that accepting such a withdrawal might have certain negative consequences such as, but not limited to the following:**

- **it may impact your completion rate,**
- **you may be impacted financially speaking, and/or**
- **you may be less likely to be granted another Medical/Psychological Withdrawal for the same or similar reasons.**

It is also important to understand that the existence of a pre-existing condition prior to the start of a semester may not be sufficient to warrant the granting of a Medical/Psychological Withdrawal. **Generally, a student must provide documentation and evidence that a medically/psychologically related situation evolved, was aggravated, or worsened to a point in which the student's ability to perform academically was impacted.**

If you have questions about the Health and Counseling Services' policy or procedures for granting Medical/Psychological Withdrawals, please call 581-3413.

Students that are granted a Medical/Psychological Withdrawal through the Health and Counseling Services are subject to the following conditions:

**(Please read carefully and initial each box)**

- \_\_\_\_\_ 1. Application for a Medical/Psychological Withdrawal does not guarantee that a withdrawal will be granted. All Medical/Psychological Withdrawal requests are evaluated on an individual basis. A request to withdraw and medical documentation will be considered in combination with other factors related to the student's ability to be a successful student at Eastern.
- \_\_\_\_\_ 2. To request a Medical/Psychological Withdrawal through the Health and Counseling Services, you must provide a written request for withdrawal describing:
  - a) the medical or psychological reason for the withdrawal.
  - b) how the illness or condition affected your ability to maintain your status as a student at the University,
  - c) AND why withdrawing from courses through the regular process was not an option.

- \_\_\_\_\_ 3. To request a Medical/Psychological Withdrawal through the Health and Counseling Services you must provide a supportive letter from treating provider(s) indicating:
- a) the date(s) of treatment with the provider(s),
  - b) the type(s) of treatment(s) administered, and
  - c) the reasons a Medical/Psychological Withdrawal is being requested.

If the request for Medical/Psychological Withdrawal is related to a chronic condition, documentation with a date before or corresponding with, your last date of class attendance or academic participation (on-line class participation, assignment submission, quiz/test completion) is required.

- \_\_\_\_\_ 4. A Medical/Psychological Withdrawal through the Health and Counseling Services requires that you sign a release of information form permitting the Health and Counseling Services to notify necessary University offices (Office of the Registrar, Financial Aid, Housing/Dining Services, Student Accounts/Billing, Textbook Rental, Student Insurance, International Students and Scholars, Student Accountability and Support, Intercollegiate Athletics, Health and Counseling Services, Vice-President of Student Affairs, and any other University department deemed necessary) about the withdrawal. The withdrawal will be listed on your university record simply as a "withdrawal".

- \_\_\_\_\_ 5. A Medical/Psychological Withdrawal through the Health and Counseling Services does not release or forgive you from your financial obligations to the University. After the withdrawal has been granted, you will receive a statement from Student Accounts indicating how your withdrawal has affected your university account. Financial obligations could include tuition and fees, housing costs (including failure to appropriately check out of the residence halls), outstanding fines, unreturned textbooks, repayment for financial aid, and other debts.

If you have concerns about how your withdrawal will affect your university account, you are encouraged to check on possible financial obligations prior to accepting the requested withdrawal. Questions about financial aid should be addressed to Financial Aid (217-581-3714), and other billing questions should be addressed to Student Accounts (217-581-3715).

- \_\_\_\_\_ 6. A Medical/Psychological Withdrawal through the Health and Counseling Services will place an administrative hold on your account. To re-enroll at Eastern, you must notify the Health and Counseling Service's Executive Director's Office of your desire to return to school. It is strongly recommended that you only return when you have made progress, are ready to return to school, and are able to successfully complete future course work. A future Medical/Psychological Withdrawal for the same or similar reason may not be granted.

- \_\_\_\_\_ 7. In addition, your treating providers must complete and submit the Medical/Psychological Withdrawal Reinstatement Form. This form is available from the Health and Counseling Services Medical/Psychological Withdrawal Webpage.

- \_\_\_\_\_ 8. The effective date of your Medical/Psychological Withdrawal will be based on the best estimate of time frame related to the onset of your condition and/or how your condition interfered with your ability to be successful academically during the semester in which you have requested a Medical/Psychological Withdrawal. For example, if one has been in a serious car accident, the date of the car accident would likely serve as the date of on-set. For an individual with an on-going chronic disease, a significant health event (hospitalization, medical visit) could serve as a date of on-set. If these events are lacking, one's academic faculty may be contacted to determine the last date of course attendance or academic engagement (for example, a stop in attendance, increased absences, decline in grades, date in which courses are dropped) which could serve as a date of onset of academic decline.

Documentation of a chronic condition with a date before your last date of attendance may also be submitted. A condition documented prior to the beginning of the semester in which a withdrawal is being requested may not be sufficient to warrant a withdrawal.

- \_\_\_\_\_ 8. A Medical/Psychological Withdrawal request should be submitted as close to the onset of the medical situation as possible. Requests for withdrawals will not be accepted after the day in which the semester closes following one year in which the event or the on-set of the medical situation has occurred. For example, a student who has an event during the fall 2023 semester, has until the day in which the fall 2024 semester closes to submit a request for a Medical/Psychological Withdrawal.

**Read through all the following items and initial next to the item that applies to you:**

\_\_\_\_\_ I have yet to register for classes for the upcoming \_\_\_\_\_ (term/year) semester and do not need any courses to be dropped by the Office of the Registrar

\_\_\_\_\_ **YES**, I want my pre-registered classes for the upcoming \_\_\_\_\_ (term/year) semester to be dropped by the Office of the Registrar as I **DO NOT** have plans of returning to EIU.

\_\_\_\_\_ **NO, I DO NOT** want my pre-registered classes for the upcoming \_\_\_\_\_ (term/year) semester to be dropped by the Office of the Registrar as I **DO** have plans of returning to EIU. I understand that if I later decide to drop my classes, I will need to send an email to [registration@eiu.edu](mailto:registration@eiu.edu), preferably from my EIU email account, requesting to have my classes dropped; or by going to the Office of the Registrar in person, faxing or mailing a request in writing to have classes dropped.

**I have read and have had the opportunity to discuss this form with a staff member from the Health & Counseling Services. I understand the foregoing conditions and possible consequences of my decision to accept a Medical/Psychological Withdrawal through Health and Counseling Services. My signature below gives Health and Counseling Services permission to initiate the Medical/Psychological Withdrawal process.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Student E #: \_\_\_\_\_ Home Address: \_\_\_\_\_

**I understand that if I have registered for next semester classes, should I not withdraw from my classes by one week prior to the beginning of the start of the next semester, and should a withdrawal reinstatement application not be approved, the Registrar's Office is likely to drop all my classes for next semester.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Release of Information for Medical/Psychological Withdrawal

The purpose of this form is to authorize the Health & Counseling Services to inform necessary University offices about the decision to grant a student's request for a Medical/Psychological Withdrawal. This release permits the Health & Counseling Services to inform the following offices that the student has been granted a Medical/Psychological Withdrawal and the reasonable disclosure of underlying facts to facilitate the withdrawal.

**I authorize the Health & Counseling Services to inform the following University offices of the decision to grant my request for a complete Medical/Psychological Withdrawal and to provide the effective date of the withdrawal:**

| Initials | Department   |
|----------|--|
| _____    | Office of Dean of Students   |
| _____    | Health and Counseling Services – Medical Clinic  |
| _____    | Health and Counseling Services - Student Insurance   |
| _____    | Housing and Dining Services (only needed if student lives on-campus)                         |
| _____    | Intercollegiate Athletics (only needed if student participates in intercollegiate athletics) |
| _____    | International Students and Scholars (only needed if student is an international student)     |
| _____    | Health and Counseling Services – Counseling Clinic   |
| _____    | Office of Financial Aid  |
| _____    | Office of Student Accountability and Support   |
| _____    | Office of the Registrar  |
| _____    | Student Accounts/Billing   |
| _____    | Textbook Rental Services   |
| _____    | Vice-President for Student Affairs   |
| _____    | Other: _____   |

### I understand that: (Student initials all boxes)

\_\_\_\_\_ The information provided to the above offices is being released exclusively to facilitate my Medical/Psychological Withdrawal from the University.

\_\_\_\_\_ I can inspect and copy the written information that is being sent to the above offices, that I have a right to be informed of any information that is exchanged, and that I may refuse or revoke my consent at any time and that this revocation must be done in writing.

\_\_\_\_\_ If I do not consent to having the Health & Counseling Services inform the above offices of the decision to grant my request of a Medical/Psychological Withdrawal, it will not be possible to initiate the process required to receive the formal Medical/Psychological Withdrawal.

This consent will remain valid for one year from date of signature unless an alternate date is provided.

Signature \_\_\_\_\_ E# \_\_\_\_\_ Date \_\_\_\_\_

**Questions may be addressed to  
Mrs. Georgia Ryan  
[garyan@eiu.edu](mailto:garyan@eiu.edu)  
phone - 217/581-3413**

**Please Submit Medical/Psychological Withdrawal Request Form**

**to:**

**Mrs. Georgia Ryan  
Health and Counseling Services  
600 Lincoln Avenue  
Charleston, IL 61920  
[garyan@eiu.edu](mailto:garyan@eiu.edu)  
fax - 844-256-6402**

## **Actions to Take Once a Medical/Psychological Withdrawal Has Been Approved**

- If you experience a medical emergency or psychological crisis while you are still on campus:
  - Contact 911 if the situation is dire, immediate, and life threatening.
  - Contact the Medical Clinic at 217-581-3013 for physical health needs.
  - Contact the Counseling Clinic at 217-581-3413 between 8 am and 4:30 pm, Monday through Friday.
  - After 4:30 p.m. and on weekends dial 911 for medical emergencies
- Immediately arrange for transportation home. It is probably best to have a responsible individual pick you up or accompany you on your travel to your destination.

### **Residence Life/Housing (217/581-5111; <https://www.eiu.edu/housing/>)**

- Health and Counseling Services will notify Residence Life regarding your Medical/Psychological Withdrawal Approval
- Contact the Main Residence Life Office at 217/581-5111 and ask to speak with either Lindsay Partlow or Lindsay Hunter. They will assist you in:
  - Discussing any details regarding the current housing contract, cancelling the contract, etc.
  - Discussing future semester housing contracts (if it needs canceled, continued, etc.)
  - Coordinating check out with your resident assistant
  - Entering the residence hall room if needed
- Residence Life prefers that if the student needs to cancel the housing contract because the student will not be coming back for the semester, or for the entire year, that the student submit a signed letter or an e-mail sent from the student's EIU e-mail account to the Housing Office, requesting that the contract be cancelled, indicating the reason why the contract needs to be cancelled, the dates in which the room has or will be vacated, etc.

### **Textbook Rental (217/ 581-3626; <https://www.eiu.edu/textbook>)**

- Return your textbooks to Textbook Rental Services as soon as possible, but no later than the end of the semester
- The student and or family members should log into the student's PAWS account, click the Student Tab, click the Textbook Rental Service Link, to see a list of textbooks which are currently checked out.
- If access to PAWS is not available, please contact TBR Manager Christina Coffey at 217/581-7484 for assistance in acquiring a list of textbooks checked out.
- If possible, students and/or family members should view Check-In procedures on-line at: [https://www.eiu.edu/textbook/new\\_procedures.php](https://www.eiu.edu/textbook/new_procedures.php)
- If you are unable to return your books or experience other difficulties in returning your textbooks before the end of the semester, please contact TBR Manager Christina Coffey at 217/581-7484.

### **Financial Aid (217/581-3714; <https://www.eiu.edu/finaid>)**

- A Medical/Psychological Withdrawal may impact financial aid eligibility, disbursement of funds, and repayment of funds dispersed.
- Families are encouraged to contact Financial Aid regarding the impact of a Medical/Psychological Withdrawal on financial aid. Questions about financial aid should be addressed to Jenny Stout or Paula Courtney within the Office of Financial Aid at 217/581-3714.

**Student Accounts/Billing (217/581-3715; [https://www.eiu.edu/busofc/bursar\\_payment.php](https://www.eiu.edu/busofc/bursar_payment.php))**

- After the withdrawal has been granted, you will receive a statement from Student Accounts indicating how your withdrawal has affected your university account.
- Financial obligations could include tuition and fees, housing costs (including failure to appropriately check out of the residence halls), outstanding fines, unreturned textbooks, repayment for financial aid, and other debts.
- Families are encouraged to contact Student Accounts regarding the impact of a Medical/Psychological Withdrawal on the student's bill. Questions about student billing should be addressed to the Bursar, Linda Coffey, at 217/581-3715.

**Academic Advising**

- It is wise to contact academic advisors to follow-up with them.
- A hold is placed on your student account, preventing you from registering for future classes until your treating providers clear you to return and can handle the rigors of college academic and independent living.
- Freshmen of all majors and students not accepted into professional programs should contact their academic advisor through the Academic Success Center (217/581-2313; [eiu.edu/advising](http://eiu.edu/advising))
- Non-Freshmen, students with declared majors, and students accepted into professional programs should contact the academic advisor through their academic programs.