

Medical Withdrawal Process

Health Service - Eastern Illinois University
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Please sign the consent form on the back of this page and return it to Health Service with a letter requesting a medical withdrawal. Please keep a copy for your records.

Procedures:

Medical withdrawals may be considered within one year from the first day of the semester for which students are requesting a withdrawal. Once the request for a medical withdrawal has been received, the required supporting documentation must be received within two months from the date of the request.

A medical withdrawal from the University through the Health Service will constitute a full withdrawal from all academic classes. If you wish to drop only one or two classes you will need to apply for a late/retroactive withdrawal through the Office of the Registrar. Withdrawals from one or two classes or “incompletes” in individual classes should be considered prior to requesting a medical withdrawal.

Students may apply for a medical withdrawal by following the guidelines below. Application for a medical withdrawal does not guarantee that a withdrawal will be granted. All medical 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.

1. To request a medical withdrawal, a student must provide the Health Service with a written request for withdrawal describing the medical reason for the withdrawal. Additionally, the student must explain how the illness or condition affected their ability to maintain their status as a student at the University and why withdrawing from courses through the regular process was not an option for them. “Incompletes” in courses may be arranged with the respective instructors at their discretion and may be an option for students to consider instead of a medical withdrawal.
2. To request a medical withdrawal, a student must also provide the Health Service with a letter from their treating physician, recommending a withdrawal from the University for medical reasons. This letter must state the specific rationale for the recommendation, including why the illness or condition prevented the student from maintaining their status as a student at Eastern. The letter must also include the date of the onset of the illness or condition. (Onset date may determine if the student is entitled to any housing or registration refunds.) A statement recommending withdrawal without the supporting rationale will not be considered.
3. Students requesting a medical withdrawal must give written consent for the Health Service to discuss the reason and circumstances for a medical withdrawal with the student’s treating provider in addition to providing a letter from the provider describing the specific reason for the withdrawal, as described above. Additionally, a consent must be signed allowing the Health Service to notify Office of the Registrar, Financial Aid, Student Accounts, Textbook Rental, appropriate faculty, and Housing (if residing on campus) of an approved withdrawal.

4. If the Withdrawal for Medical Reasons is approved, a medical withdrawal hold will be placed on the student's University enrollment records. Students will receive a statement from the Student Accounts office indicating how their withdrawal affected their University account. A medical withdrawal does not dismiss students from their financial obligations with the University. Financial obligations could include tuition and fees, housing costs, outstanding fines, failure to return textbooks, repayment for financial aid, telephone bills, etc. Questions about financial aid should be addressed to the Financial Aid office at (217)581-3714. Other billing questions should be directed to the Student Accounts office at (217)581-3715.

Financial Aid Reimbursement - The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of a Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins, Federal Direct Student loan or Federal PLUS loan and withdraws on or before completing 60% of the semester. If the amount disbursed to the student is greater than the amount the student earned, unearned funds have to be returned. If the amount disbursed to the student is greater than the amount the student earned, unearned funds have to be returned. If the amount disbursed to the student is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

5. To register for future semester course work, students must provide the Health Service with a letter from their current treating provider. The provider's letter, releasing the student to return to Eastern, must include information that discusses the student's sufficient recovery and their ability to manage course work at Eastern. Some students may be granted the opportunity to return to Eastern under specific circumstances, as outlined in their initial withdrawal letter.
6. Students must be certain that they will be able to return to Eastern and successfully complete future course work. A future medical withdrawal for the same or similar reason may not be granted.

Consent:

I have reviewed the Medical Withdrawal Procedures and give my consent for the EIU Health Service to exchange information/records concerning the reasons for my withdrawal request between the Health Service and _____. Additionally the Health Service may contact my instructors to verify academic information related to my request for a medical withdrawal.

If my request for a medical withdrawal is granted I give my consent for the Health Service to notify Office of the Registrar, Financial Aid, Student Accounts, Textbook Rental, appropriate faculty, Housing (if residing on campus), and any other necessary University department confirming my medical withdrawal.

Name (print)

Name (signature)

E#

Date

*This consent expires one year from the signed date.