Medical Leave of Absence/Medical Incomplete Application Checklist

Rev. 11-5-26

Check Off	Item
	If uncertain whether you should take a Medical Leave of Absence/Medical Incomplete or a Medical Withdrawal contact Mrs. Georgia Ryan or Dr. Eric S. Davidson to discuss which options are best to take. (garyan@eiu.edu/ 217/581-3413 or esdavidson@eiu.edu/217/581-7786)
	If Medical Leave of Absence/Medical Incomplete is the preferred route, please thoroughly read the Medical Leave of Absences/Medical Incomplete before beginning to complete.
	If after reading the application, regarding the process, the application, etc., and you are still uncertain what process may be the correct one to take please contact Mrs. Georgia Ryan to discuss which options are best to take. (garyan@eiu.edu/ 217/581-3413) If you have questions regarding the Medical Leave of Absence/Medical Incomplete process, please contact Mrs. Ryan.
	Submit the Medical Leave of Absence/Medical Incomplete Machform found on the Registrar's Office's Website under Student Forms.
	Student will need to submit a written request for Medical Leave of Absence/Medical Incomplete describing EACH OF THE FOLLLOWING:
	a) The medical and/or psychological reason(s) for the Medical Leave of Absence/Medical Incomplete
	b) The requested date in which the Medical Leave of Absence/Medical Incomplete is to begin. This date should align with the onset of the illness or condition, or the date or approximate date in which the medical situation worsened and negatively impacted the student's ability to function, particularly academically (for example, miss class consistently, not turn in assignments consistently, grades take a significant decline)
	c) How the illness or condition affected the student's ability to participate in their academic pursuits, and when/dates academics were being negatively impacted
	d) AND why a medical withdrawal (https://www.eiu.edu/health/MedPsychWithdraw.php) from courses is not the preferred option.
	Student has obtained and submitted letter and supporting documentation from licensed treatment provider(s) indicating EACH OF THE FOLLOWING:
	a) Diagnoses of conditions and ailments
	b) the date(s) of treatment with the provider(s),
	c) dates in which the provider(s) can attest that the conditions significantly impaired the ability of the student to participate and engage in academic pursuits or contributed to a significant decline in academic success,
	d) If the request for Medical Leave of Absence/Medical Incomplete is related to an ongoing and/or 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.
	e) the type(s) of treatment(s) administered,
	a) the types of treatment and estimated timelines in which the provider anticipates the student would be able to return/be reinstated to school /studies with successful treatment
	Initialization of Statements/Acknowledgements on the Medical Leave of Absence/Medical Incomplete Application Form
	Signature and Dating of Release of Information Medical Leave of Absence/Medical Incomplete Application

Medical Leave of Absence/Medical Incomplete Application

Revised – 11-5-26

It is important that you read the form carefully and that you understand that accepting such a Medical Leave of Absence/Medical Incomplete will have certain consequences.

A Medical Leave of Absence/Medical Incomplete request should be submitted as close to the onset of the medical and/or psychological situation as possible. Requests for a Medical Leave of Absence/Medical Incomplete will not be accepted after the last day of the semester in which the event or the onset/decline of the medical and/or psychological situation has occurred.

Students that are granted Medical Leave of Absence/Medical Incomplete through the Registrar's Office are subject to the following conditions:
(Please read carefully and initial each box)

Initial	
	Submit the Medical Leave of Absence/Medical Incomplete Machform found on the Registrar's Office's Website under Student Forms.
	I understand that applying for a Medical Leave of Absence/Medical Incomplete does not guarantee that one will be granted. All Medical Leave of Absence/Medical Incomplete requests are evaluated on an individual basis. A student's request and clinical documentation will be considered in combination with other factors related to the student's ability to be a successful student at Eastern.
	I must submit a written request for a Medical Leave of Absence/Medical Incomplete to the Health and Counseling Services describing: a) The medical and/or psychological reason(s) for the withdrawal. b) The requested date on which the Medical Leave of Absence/Medical Incomplete is to begin. This date should align with the onset of the illness or condition, or the date or approximate date on which the medical situation worsened and negatively impacted the student's ability to function, particularly academically (for example, miss class consistently, not turn in assignments consistently, grades take a significant decline). c) How the illness or condition affected the student's ability to participate in their academic pursuits, and when/dates academics were being negatively impacted. d) AND why withdrawing from courses through the regular process or a medical withdrawal (https://www.eiu.edu/health/MedPsychWithdraw.php) was not an option.
	I must submit documentation from my treatment provider(s) supporting my request for a Medical Leave of Absence/Medical Incomplete. This clinical documentation must be submitted to Health and Counseling Services indicating, but not limited to: b) Diagnoses of conditions and ailments c) the date(s) of treatment with the provider(s), d) dates in which the provider(s) can attest that the conditions significantly impaired the ability of the student to participate and engage in academic pursuits or contributed to a significant decline in academic success, e) If the request for Medical Leave of Absence/Medical Incomplete is related to an ongoing and/or 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. f) the type(s) of treatment(s) administered,

	g) the types of treatment and estimated timelines in which the provider anticipates the student would be able to return/be reinstated to school /studies with successful treatment
	I agree to sign a release of information form permitting the Registrar's Office and Health and Counseling Services to notify necessary University offices about my Medical Leave of Absence/Medical Incomplete if approved.
	I understand that the effective date of my Medical Leave of Absence/Medical Incomplete will be based on the best estimate of time related to the onset of my condition, or the significant decline of my academics, based on the documentation, which is provided by my treatment providers, and /or how it interfered with my ability to be successful academically during the semester in which I have requested a Medical Leave of Absence/Medical Incomplete.
	I agree that if a clear-cut event (hospitalization, illness onset) is lacking, my academic faculty may be contacted to determine the last date of course attendance or academic engagement to assist in determining the date of onset of academic decline.
	I understand that a Medical Leave of Absence/Medical Incomplete means that I will NOT receive a refund for tuition or student fees. Being administered a Medical Leave of Absence/Medical Incomplete does not erase, release, or forgive any financial commitments I may have to the University.
	I may possibly receive refunds for some charges such as housing and dining. Being administered a Medical Leave of Absence/Medical Incomplete does not erase, release, or forgive any financial commitments I may have to the University.
	I will continue to receive a statement from Student Accounts indicating my bill with the university. If I have concerns about how my Medical Leave of Absence/Medical Incomplete may impact my university bill, I understand that I can contact Financial Aid (217-581-6405) or Student Accounts (217-581-3715)
	If approved for a Medical Leave of Absence/Medical Incomplete, I will have 30 days to contact all my instructional faculty, to develop and negotiate a written plan of study including: • appropriate academic support and reasonable accommodation(s) that may be needed to complete the coursework • instructional plans • deadlines for assignments and assessments
	I acknowledge that I will have no more than one year from the date on which my Medical Leave of Absence/Medical Incomplete has been administered to complete my plans of study for the courses in which the Medical Leave of Absence/Medical Incomplete has been approved. In developing a plan of study, each faculty member and I will negotiate and agree to set deadlines; if agreed upon, these deadlines may be earlier than one year from the date of administration from the Medical Leave of Absence/Medical Incomplete.
	I acknowledge that the withdrawal will be listed on my university record/grade report simply as a "withdrawal". This will not impact my grade point average for the semester. The withdrawal will impact my Minimum Completion Rate, which is calculated by dividing the number of total completed credits by the number of total attempted credits. If my completion percentage drops below a certain amount, it may have a negative impact on future financial aid awards.
	I understand that if I complete my plan of study prior to or on the established deadlines, my faculty member(s) will submit the final grade(s) I have earned based on coursework prior to and after my Medical Leave of Absence/Medical Incomplete, replacing my "Incomplete" / "I" with my final grade. If the established deadline arrives and I have not completed my plan of study, the faculty member will submit the grade I have earned based on coursework submitted prior to and after my Medical Leave of Absence/Medical Incomplete. The grades received will impact my grade point average. If I fail the class or receive no credit, the "F" or "NC" will negatively impact my Progressive Rate of Completion, possibly impacting my financial aid.
	A Medical Leave of Absence/Medical Incomplete will place an administrative hold immediately on my university account. If I have not registered for future semester classes, this will prevent me from doing so. If I have already registered, these classes will be dropped by the Registrar's Office. Once I have been medically or psychologically reinstated, it is my responsibility to register and re-enroll myself into any open classes which I have been dropped from. I will need to request admittance to the faculty instructor and/or department chair for any class which is filled, and if approved, undergo registration through the normal process through PAWS. If the first week of classes has passed, I will need to seek assistance from the Registrar's Office to re-enroll into open sections.

	To re-enroll at Eastern, I will need my clinicians/treatment provider(s) to submit a Medical/Psychological Withdrawal/Medical Leave of Absence Reinstatement Form to the Health and Counseling Service's Executive Director. These forms should be submitted **no later than 2 weeks prior to the first day of class** for the semester in which the student wishes to re-enroll. This form is available at: https://www.eiu.edu/health/MedPsychWithdraw.php

I understand the foregoing conditions and possible consequences of my decision to accept the Medical Leave of Absence/Medical Incomplete through the Registrar's Office. My signature below gives the Registrar's Office and Health and Counseling Services permission to initiate the Medical Leave of Absence/Medical Incomplete process.

_____ _____

Student Signature Date

Student E #: _____

Home Address: _____

Phone Number:_____

E-Mail Addresses:_____

Release of Information for Medical Leave of Absence/Medical Incomplete

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

I authorize Health & Counseling Services to inform the following University offices of the decision to grant my request for a Medical Leave of Absence/Medical Incomplete and to provide the effective date of the Medical Leave of Absence/Medical Incomplete:

Initials	Department
	Office of Dean of Students
_____	Health and Counseling Services
_____	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)
_____	Office of Financial Aid
_____	Office of Student Accountability and Support
_____	Office of the Registrar
_____	Student Accounts/Billing
_____	Textbook Rental Services
_____	Dean of Student Success
_____	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 Leave of Absence/Medical Incomplete from the University.

_____ I can inspect and copy the written information that is being sent to the above offices, I have a right to be informed of any information that is exchanged, I may refuse or revoke my consent at any time and 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 for a Medical Leave of Absence/Medical Incomplete**, it will not be possible to initiate the process required to receive the formal Medical Leave of Absence/Medical Incomplete.**

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

Amy Morris, Assistant Registrar, Registrar's Office

almorris3@eiu.edu

(217) 581-7505

Dr. Jessica Cobert, Associate Director,

Health & Counseling Services

jacobert@eiu.edu

phone - 217/581-7786

Please Submit This

Medical Leave of Absence/Medical Incomplete Form & Related Documentation to:

Mrs. Georgia Ryan

Health and Counseling Services

600 Lincoln Avenue

Charleston, IL 61920

garyan@eiu.edu

fax – 217/581-5980

Actions to Take Once a Medical Leave of Absence/Medical Incomplete Has Been Decided Upon and/or 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 988, if you are experiencing a dire, immediate, and life-threatening mental health crisis
    - 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

- The expectation of the university is that once a medical leave of absence/medical incomplete is approved you will leave campus to seek medical and/or psychological care, treatment, and/or rehabilitation from external treatment providers and specialists. If you live on campus, you are expected to immediately arrange transportation home. It is probably best to have a responsible individual pick you up or accompany you on your travel to your destination.

Within 30 Days of Approval of the Medical Leave of Absence/Medical Incomplete

- Health and Counseling Services will notify you of the approved Medical Leave of Absence/Medical Incomplete
- The Registrar's Office will notify your faculty of the approved medical leave of absence/medical incomplete.
- Within 30 Days, you should contact each of your instructional faculty to develop and negotiate a written plan of study including:
    - plans for instructional delivery
    - instructions and plans for coursework, assignments, projects, tests, and other assessments to be required of the student
    - timelines and deadlines for coursework, assignments, projects, tests, and other assessments
    - appropriate academic support and reasonable accommodation(s) that may be needed to complete the coursework
    - The written plan of study, signed and dated by the you and each faculty member, shall be submitted to the Registrar's Office

Registration and Academic Advising

- A Medical Leave of Absence/Medical Incomplete hold is placed on your student account, preventing you from registering for future classes until your treatment provider(s) clears you to return and determines that you can handle the rigors of college academic and independent living.
- If you have already registered for a future semester, those classes will be dropped by the Registrar's Office. Once your Reinstatement Form has been returned and approved, the student should re-enroll themselves into courses/sections which still have remaining seats. Students will need to contact the faculty and Department Chairs to request admittance for courses which are filled. If the faculty and the department chair approve, the student will need to follow the regular process of adding the class. If the first week of classes has passed, the student may need to seek assistance from the Registrar's Office to register for classes.
- If you have not yet registered for classes, you need to contact your academic advisor to determine the appropriate steps for registering for future semesters once the reinstatement form has been reviewed and approved.

- It is wise for you to contact their academic advisors upon receiving a Medical Leave of Absence/Medical Incomplete to notify them of the situation and to discuss the registration scenario to follow-up with them.
    - 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)
    - Non-Freshmen, students with declared majors, and students accepted into professional programs should contact the academic advisor through their academic programs.

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

- Health and Counseling Services will notify Residence Life regarding your Medical Leave of Absence/Medical Incomplete once it has been Approved.
- Once you have submitted your application for a Medical Leave of Absence/Medical Incomplete, you should begin to make plans to leave campus, especially if you are living on-campus.
- Contact the Main Residence Life Office at 217/581-5111 and ask to speak with either Lindsay Partlow or Lindsey Hunter. They will assist you in:
    - Discussing any details regarding the current housing contract, cancelling the contract, etc.
    - Discussing future semester housing contracts (if they need to be cancelled, continued, etc.)
    - Coordinating check-out with your resident assistant and your hall's professional staff members
    - Entering the residence hall /residence hall room if needed
- If you are not able or available to be present during the move-out process, you need to contact Mrs. Partlow or Mrs. Hunter to find out what documentation will need to be submitted to grant approval for others to enter your residence hall room to collect personal belongings.
- 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)

- Since you will be getting a medical incomplete, it is likely that your plan of study will continue beyond the end of the semester in which your Medical Leave of Absence/Medical Incomplete has been granted. You will likely need to retain your textbooks during this time.
- Health and Counseling Services will notify Textbook Rental of your Medical Leave of Absence/Medical Incomplete Approval.
- You are strongly encouraged to contact Textbook Rental and speak with the Textbook Rental Manager, Christina Coffey, at 217/581-7484, to verify that you need to keep your textbooks, and the process for returning them once you no longer need them.
- If you should not complete your coursework after one year, and no grades are turned in, and if the books are not returned, you will be charged for the books, along with late fees.

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

- A Medical Leave of Absence/Medical Incomplete may immediately negatively impact the student's Progressive Rate of Completion (Pace), based on the "Incomplete" or "I" which may impact the student's financial aid eligibility, disbursement of funds, and repayment of funds dispersed.
- You/Your family is encouraged to contact Financial Aid regarding the impact of a Medical Leave of Absence/Medical Incomplete on financial aid awards/packaging for the current semester (any monies which may need to be returned/repaid) and impact on future awards/packaging. Questions about

financial aid should be addressed to Jenny Stout or Paula Coartney within the Office of Financial Aid at 217/581-6405.

Student Accounts/Billing (217/581-3715; https://www.eiu.edu/busofc/bursar_payment.php)

- The Medical Leave of Absence/Medical Incomplete should not impact the financial aspect of tuition and fees, as the expectation is that the student will complete the semester's coursework.
- If you vacate your residence hall, there may be a refund based on when you vacate the premises. This may impact the student's bill. For more information, please discuss with Residence and Dining Services and Student Accounts.
- 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 Leave of Absence/Medical Incomplete on the student's bill. Questions about student billing should be addressed to the Bursar, Linda Coffey, at 217/581-3715.

Actions to Take Prior to Returning from a Medical Leave of Absence/Medical Incomplete

Seek/Obtain Appropriate Treatment from External Providers

- During the Medical Leave of Absence/Medical Incomplete, you are expected to seek treatment and care from an external licensed provider related to the reasons the withdrawal was applied for and approved for.
- During a student's Medical Leave of Absence/Medical Incomplete, you are expected to follow any treatment recommendations made by those providing care.

Download Reinstatement Form and Provide to Clinician

- At the on-set of care, near the end of the expected treatment plan/duration, etc., during the Medical Leave of Absence/Medical Incomplete you should provide the treating clinicians with a copy of the reinstatement form, which may be downloaded from **https://www.eiu.edu/health/MedPsychWithDrawReinstatement10-25-25.pdf**

Discuss Reinstatement Form with Clinician

- Prior to submitting it to EIU, we recommend that the student and the treating clinicians review the reinstatement document together, discussing:
  - the treatment clinician(s)' impressions regarding reinstatement,
  - whether the student is ready to return, and
  - any additional recommendations, conditions, or expectations the student should follow or commit to having the clinician approve and sign off on the reinstatement form.

If Favorable/Agreeable, Have Clinician Complete and Submit Form to Health and Counseling Services

- **The reinstatement form should be submitted no later than 2 weeks prior to the first day of classes of the semester in which you wish to return.**
- It is strongly encouraged that the form be submitted earlier to help facilitate other processes (registration, housing, removal of holds, etc.) needed to help reengage the student back to campus.
- The form may be faxed to the Executive Director at 217/581-2010, e-mailed to health@eiu.edu, or mailed to Executive Director, Health and Counseling Services, 600 Lincoln Avenue, Charleston, IL 61920.

Wait for Decision from Health and Counseling Services

- The student should wait for a decision from Health and Counseling Services.
- Once a decision is made to allow the student to return:
  - You will be notified either by e-mail or snail mail, depending on what contact information you have left with Health and Counseling Services or what is in the university system.
  - The medical withdrawal hold will be removed from your student account.
  - Other offices on campus will be notified (e.g. Registrar's Office, Student Accounts, Residence Life,)

Contact Key Offices Regarding Your Return

- **Once you have been notified that your return has been approved, you are encouraged to contact the following offices to ensure that your accounts are in good standing**
  - Student Billing/Accounts (217/581-3715; https://www.eiu.edu/busofc/bursar_payment.php)
  - Financial Aid (217/581-6405; https://www.eiu.edu/finaid)
  - Admissions (217/581-2223; https://www.eiu.edu/admissions.php)
  - Registrar's Office (217/581-3511; https://www.eiu.edu/registra/)
  - Residence Life (217/581-5111; https://www.eiu.edu/housing/)
  - Academic Advisor/Academic Program Coordinator