HEALTH & COUNSELING SERVICES
EASTERN ILLINOIS UNIVERSITY™

Medical/Psychological Withdrawal Application

November 5, 2026

It is important that you read the form carefully and that you understand that accepting such a withdrawal will have certain consequences.

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 on which the semester closes following one year in which the event or the onset of the medical situation has occurred. For example, a student who has an event during the fall 2023 semester, has until the day on which the fall 2024 semester closes to submit a request for a Medical/Psychological Withdrawal.

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

(Please read carefully and initial each box)

Initial	
	I understand that applying for a Medical/Psychological Withdrawal does not guarantee that one will be granted. All 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.
	I must submit a written request for a Medical/Psychological Withdrawal to Health and Counseling Services describing: a) The medical and/or psychological reason(s) for the withdrawal. b) The date of onset of the illness or condition during the semester in which the withdrawal is being sought c) The date or approximate date in which the medical situation worsened and negatively impacted my ability to function, particularly academically (for example, missing class consistently, not turning in assignments consistently, grades take a significant decline) d) How the illness or condition affected the student's ability to participate in their academic pursuits, and when/dates academics were being negatively impacted e) AND why withdrawing from courses through the regular process was not an option.
	Documentation from my treatment provider(s) supporting my request for a Medical/Psychological Withdrawal must be submitted to Health and Counseling Services indicating, but not limited to: 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/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. e) the type(s) of treatment(s) administered, f) the reasons a Medical/Psychological Withdrawal is being requested g) the dates 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 Health and Counseling Services to notify necessary University offices about my withdrawal if approved.
	The effective date of my withdrawal will be based on the best estimate of time related to the onset of my condition 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/Psychological Withdrawal.
	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/Psychological Withdrawal does not necessarily mean that I will receive a refund for tuition, fees, housing costs, dining costs, fines, fees, repayment for financial aid, and other debts. **Being administered a withdrawal does not erase, release, or forgive any financial commitments I may have to the University.**
	After the withdrawal has been granted, I will receive a statement from Student Accounts indicating how my withdrawal has affected my university account. If I have concerns about how my withdrawal will impact my university account, I understand that I can contact Financial Aid (217-581-3714) or Student Accounts (217-581-3715)
	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.
	A Medical/Psychological Withdrawal 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 for next semester classes, these classes will be dropped by the Registrar's Office.
	To re-enroll at Eastern, I will need my treatment provider(s) to submit a Medical/Psychological Withdrawal 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 have read and have had the opportunity to discuss this form with a staff member from Health & Counseling Services. I understand the foregoing conditions and possible consequences of my decision to accept the 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: _____

Release of Information for Medical/Psychological Withdrawal

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/Psychological Withdrawal. This release permits 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 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 for 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

phone - 217/581-3013

Please Submit Medical/Psychological Withdrawal Request Form 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/Psychological Withdrawal 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 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 they need to be cancelled, 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.
- If the student is not able or available to be present during the move-out process, the student needs to contact Mrs. Partlow or Mrs. Hunter to find out what documentation will need to be submitted to grant approval for others to enter their residence hall room to collect personal belongings.

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
- 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)

- 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)
- Non-Freshmen, students with declared majors, and students accepted into professional programs should contact the academic advisor through their academic programs.