

Dear Healthcare provider:

Your patient was approved for an extenuating circumstances withdrawal from East Carolina University due to medical concerns. When a student is approved for a withdrawal, a medical tag is placed on their official records that prevents them from returning to school unless they formally petition to return through the Dean of Students Office. As part of the petition process, our office will need sufficient medical documentation that addresses the student's current health status. Below you will find specific guidelines that the Extenuating Circumstances Withdrawal committee utilizes during their review process. Each bullet should be answered to the best of your abilities.

- **List of diagnosis/diagnoses related to reason why student was withdrawn or currently being treated/seen for.**
- **Any pertinent information regarding their treatment plan and whether they have been compliant**
- **All dates of appointments including upcoming if possible**
- **Hospitalizations (if any)**
- **Student's ability to return and function in an academic setting**
- **Any limitations /restrictions upon their return to campus**

The documentation can be mailed to the address listed below or faxed to (252) 328-9174. (Attention: Stacy)

Dean of Students Office  
Attention: Stacy Zimmerman  
362 Wright building  
East Carolina University  
Greenville, NC 27858-4353

Please do not hesitate to contact me at (252) 737-4781 with any questions or concerns you may have.

With regards,



Stacy Zimmerman, MSW  
Case Manger