Dear Healthcare provider,

Your patient is currently enrolled as a student at East Carolina University and they are applying for an Extenuating Circumstances Withdrawal due to serious medical circumstances beyond their control. To be considered for a withdrawal, a student must provide supporting medical documentation from either their medical and or mental health provider that fully addresses their medical concerns. Below you will find specific guidelines that the Extenuating Circumstances Withdrawal Committee utilizes during their review process. Each bullet will need to be answered to the best of your abilities.

- List of diagnosis/diagnoses related to withdrawal request and corresponding initial appointment date for that condition.
- Any pertinent medical information (e.g. the patient may be withdrawing re: a specific issue, but may have other medical illnesses that could exacerbate or be exacerbated by the specific issue causing the withdrawal. Even, without the exacerbation of an additional health issue, another diagnosis could be an additional stressor
- All dates of appointments including upcoming appointments if applicable
- Hospitalization (if any)
- Limitations/restrictions in terms of attending school
- Statement about ability to function in the academic environment
- Statement about plan of care/recommended treatment to address health issues/concern

Please do not hesitate to contact me with any questions or concerns you may have.

Sincerely,

Stacy Zimmerman, MSW
Dean of Students Office Case manager
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