

Self-Medical Withdrawal Checklist

The Office of the Dean of Students completes spring and fall (major semester) withdrawals only — *not* summer and winter terms.

Form Required for Self-Medical Withdrawal:

Students who want to withdraw from ALL courses for the semester should complete the [Semester Withdrawal Form](#).

Establishing Supports:

Withdrawals involve a number of details and take multiple steps. The CARE Team can help the student with the process and/or partner with an identified support such as a family member or advocate while a student is completing the process. The identified support CANNOT complete the withdrawal forms on behalf of the student but rather, can be part of the conversations with the case manager, and can guide the student in the steps. To partner with the identified support student must sign a release of information so could have information shared with them. Link to [Release of Student Information form](#).

Academic Advising:

Students should consult with their Academic Advisor to determine any issues affecting continuance (credits, pre-requisites, etc.)

Obtain the signature of an academic advisor:

- College of Community and Public Affairs: 607-777-2841
- Decker College of Nursing and Health Sciences: 607-777-4954
- Harpur College of Arts and Sciences: 607-777-6305
- School of Education: 607-777-2727
- School of Management: 607-777-2316
- Thomas J. Watson School of Engineering and Applied Science: 607-777-6203
- [School of Pharmacy and Pharmaceutical Sciences](#): 607-777-5804

Program Involvement:

EOP/TRIO: Students in EOP or TRIO need to inform their advisor regarding withdrawal or leave of absence and consult with them.

Advisor signature required for withdrawal

- EOP: 607-777-2791
- TRIO: <https://www.binghamton.edu/trio/about.html>

International students: ISSS signature on withdrawal form required.

607-777-2510

iss@binghamton.edu

<https://www.binghamton.edu/international/student-scholar-services/>

- Athletes:** Meet with the NCAA compliance officer:
Compliance Assistant/Academic Counselor EC-107
- o 607-777-7396
 - o ejfolli@binghamton.edu

The Office of Veteran and Military Services*:

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Forms for Providers to Complete:

Providers should submit the [Provider Re-enrollment form](#) by faxing it to Decker Student Health Services. The number is provided on the form. *This form should NOT be sent to the Office of the Dean of Students.*

Step 3: Decker Student Health Services' professional staff either review the provider re-enrollment form or, when appropriate, forward the form to the University Counseling Center for review.

Step 4: The Office of the Dean of Students receives a Recommendation form from the clinical director or their designee in Decker Student Health Services or the University Counseling Center. The Office of the Dean of Students staff determines if the return is approved or not, notifies the student of their decision, and completes appropriate administrative tasks (e.g., lifts hold, sends campus memo, etc.).

After Provider Forms are submitted:

If re-enrollment is denied: The student will receive a letter of notification from the Office of the Dean of Students outlining why the re-enrollment was denied and action steps needed for a future re-enrollment.

If re-enrollment is approved: The student will receive a letter of notification from the Office of the Dean of Students outlining any requirements or restrictions for re-enrollment. The health care provider will need to give specific information in favor of return. Please be advised that we will need the following information:

- Diagnosis and treatment plan
- Medications and dosages if prescribed
- Follow-up care if needed with plan
- Continued treatment with current provider, UCC, DSHS or other provider
- Link for medical (including psychological) re-enrollment form:

<https://www.binghamton.edu/case->

Active Registration: