If you have decided to take a withdrawal for medical reasons, we recommend that you discuss this decision not just with your academic advisors and instructors, but also with trusted friends, family members and whoever else might offer you support and helpful information.

Use this checklist to track who you are talking to about your withdrawal for medical reasons. During each discussion, take notes and save any information they share; it may be useful to you later. In the order that makes the most sense to you, communicate your thoughts and feelings to your:

☐ Peer/friend/family member, about your decision to take a withdrawal for medical reasons

**EXAMPLE:**

“This is hard for me to say, but I’m considering a withdrawal for medical reasons from school this semester. I’m really worried about this and hope we can talk about it.”

**EXAMPLE:**

“I’m not sure if this will come as a surprise to you, but I’ve been feeling overwhelmed in school this semester. I’ve been struggling with my mental health, and completing my coursework no longer feels like an option. I’m strongly considering taking a withdrawal for medical reasons. This is not an easy decision for me, and I’m hoping we can talk about it soon.”

☐ Professors, to share your plan and explore alternatives (e.g., incomplete grades)

**EXAMPLE:**

“I’ve appreciated my time in your class this semester. Because of some personal matters, I’m considering taking a withdrawal for medical reasons. I hope we can explore any way I might be able to earn credit for the work I’ve done so far.”
☐ Student Accessibility Services Office, to explore accommodations/new accommodations

EXAMPLE: “I’m feeling so overwhelmed by my workload this term that I’m considering taking a withdrawal for medical reasons. I hope we can explore support, resources and accommodations to help me complete the term successfully.”

☐ Athletic Coach or student-athlete advisor (e.g., eligibility to compete)

EXAMPLE: “As you know, I’ve been struggling to balance my coursework, competing and well-being this semester, and I’m considering taking a withdrawal for medical reasons. I hope that you can help me understand how that will affect my athletic scholarship and eligibility to compete.”

☐ Academic Advisor/Academic College Student Services Office

EXAMPLE: “I’m feeling overwhelmed by my course workload and mental health this semester, so much so that I’m thinking about taking a withdrawal for medical reasons. I hope we can explore ways to help me complete the term successfully.”

EXAMPLE: “I’m considering taking a withdrawal for medical reasons this semester. Before I do, I hope you can help me understand how this might affect my enrollment status, return to coursework, grade point average and transcript.”

☐ Family and/or financial aid office, to understand financial impact

EXAMPLE: “I’m considering taking a withdrawal for medical reasons this semester. Before I do, I hope you can help me understand the impact on my current and future tuition, scholarship money and scholarship eligibility.”

☐ Therapist/Counselor or Academic Advisor, for support around wellness planning

EXAMPLE: “I’m considering taking a withdrawal for medical reasons this semester, but I’m a little scared to talk to my family, friends and classmates about it. I hope we can discuss ways I can prepare for these difficult conversations.”

☐ Other: ____________________________________________

☐ Other: ____________________________________________

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