

Communicating About Your Decision to Withdrawal for Medical Reasons

Perhaps for many reasons you have assessed why taking a withdrawal for medical reasons is a good decision for you. We recommend that you reach out to trusted supports and advisors from your support network and academic program to gather all the information and support you need to make an informed decision.

Taking a Withdrawal for Medical Reasons Checklist

Use the checklist to track who you are talking to about your withdrawal for medical reasons. Consider some of the language provided as you enter these conversations and take notes on and save all the information they share. It will be useful to you later. In the order that makes most sense to you, communicate your thoughts and feelings to your:

- **Peer/friend/family member about taking a withdrawal for medical reasons**

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

EXAMPLE: *“I am not sure if it will come to as a surprise to you, but I have been feeling overwhelmed in school and with schoolwork this semester. I have been struggling with my mental health and completing my coursework no longer feels like an option. I am strongly considering taking a withdrawal for medical reasons. This is not an easy decision for me, and I am 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 am considering taking a withdrawal for medical reasons. I am hopeful we can explore any way I may be able to earn credit or the work I have done so far.”*

- **Student Accessibility Services Office to explore accommodations/new accommodations**

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

- **Athletic Coach of student-athlete advisor (e.g. eligibility to compete)**

EXAMPLE: *“As you know, I have been struggling to balance my coursework, competing, and my well-being this semester, and I am considering taking a withdrawal for medical*

reasons. I am hopeful that you can help me understand how that will impact my athletic scholarship and eligibility to compete."

○ **Academic Advisor/ Academic College Student Services Office**

EXAMPLE: "I am feeling overwhelmed by my course workload and mental health this semester so much so that I am thinking about taking a withdrawal for medical reasons. I am hopeful we can explore supports and adjustments to help me complete the term successfully."

EXAMPLE: "I am considering taking a withdrawal for medical reasons tis semester. Before I do, I'm hopeful you can help me understand the impacts on my enrollment status, return to coursework, grade point average, and what my transcript will look like."

○ **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'm hopeful 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. I feel scared and worried about talking to my family, friends, and classmates. I'm hopeful we can talk about what this process will be like to prepare me for the difficult conversations ahead."

○ **Other:** _____

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