Administrative Medical Withdrawal Checklist

The Office of the Dean of Students completes spring and fall (major semester) withdrawals only (not summer and winter terms). Summer and winter term withdrawals are processed through each student's academic advising office. Students who take summer courses need to complete either a late drop or late withdrawal form if they wish to leave a course after the withdrawal deadline:

- https://www.binghamton.edu/registrar/student/course-registration/add-drop-procedures.html

Student Conduct Cases and Withdrawals:

Whether a student takes an administrative medical withdrawal or a self-medical withdrawal, if they are found responsible by Student Conduct or sign an Administrative Agreement that results in a sanction of a suspension or expulsion for the semester they withdrew, the student may be financially responsible for that semester. Withdrawals due to suspensions and expulsions are not subject to refunds that would have been provided by an administrative medical withdrawal or self-medical withdrawal alone.

Students withdrawing for doctor recommended medical reasons must have their physician/therapist submit documentation to the University Decker Student Health Services for review. The Dean of Students staff reviews recommendations from Decker Student Health Services or the University Counseling Center. That staff member can accept the recommendation and approve the students return, reject the recommendation and deny the student's return, or ask for more information before making a determination. The determination is then communicated to campus offices regarding the withdrawal.

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 person, the student must sign a release of information so that information can be shared with them. Link to Release of Information form.

Provider Form:

- Students are required to have a health care provider (doctor, counselor, social worker, etc.) complete a Provider Recommendation form for an administrative medical withdrawal.
- Looking for a mental health provider? The UCC Treatment coordinator can help students get connected with a provider. https://www.binghamton.edu/counseling/services/treatment-coordination.html
- If a student is currently working with UCC, the UCC clinical director or their designee can complete the Provider Recommendation 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 School of Nursing 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
    - Pharmacy School: 607-777-5804

Program Involvement:

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

- **EOP:** https://www.binghamton.edu/programs/eop/index.html
- **TRIO:** https://www.binghamton.edu/trio/about.html

International students: File form in ISSS Office 607-777-2510 or isss@binghamton.edu

- ISSS needs to be consulted when a student takes a withdrawal
- https://www.binghamton.edu/international/student-scholar-services/

Athletes: Meet with the NCAA compliance officer:

- Compliance Assistant/Academic Counselor EC-107
    - 607-777-7396
    - ejfolli@binghamton.edu

The Office of Veteran and Military Services*:

- **ONLY FOR ACTIVE DUTY**
- Signature on withdrawal form required
- 607-777-3668
- https://www.binghamton.edu/offices/veterans/index.html

Administrative Tasks:

Residential Students: If you live on campus, you must cancel housing and check out of room within 24 hours of processing withdrawal.

- To determine prorated cost of living on campus, call Residential Life's central office at 607-777-2321
- Contact Area Office to make arrangements for checking out
    - CIW: 607-777-2637
    - Dickinson: 607-777-2826
    - Hinman: 607-777-4716
    - Mountainview: 607-777-7660
    - Newing: 607-777-2864
    - Hillside: 607-777-4455

- Susquehanna: 607-777-2904

Meal Plan: Refunds are granted if the withdrawal is within **the first 9 weeks** of the semester.

- http://binghamtonudining.com/

Email: Service available for 2 semesters after withdrawal.

Mail: https://www.binghamton.edu/physical-facilities/campus-mail-services.html

Student Aid and Records:

Financial Aid: Any student receiving federal aid, state aid, federal loans, awards, and/or not sure what their aid is, should contact Financial Aid.

- To determine loan, award, or other financial aid issues contact the Financial Aid Office by calling 607-777-2428 or email finaid@binghamton.edu
- To see how federal aid may be affected go to http://www2.binghamton.edu/financial-aid/services/index.html
- Other useful financial aid information can be found at http://www2.binghamton.edu/financial-aid/services/academic-progress/index.html
- Medical documentation may help with financial aid or refunds

Students who take a withdrawal are allowed up to two consecutive semesters away from the university in addition to the original semester they withdraw before they must reapply.

Student Accounts: Student Accounts will be notified by the Office of the Dean of Students when the withdrawal is finalized.

Transcripts notation:

- Before the drop deadline, registered courses are deleted
- After the drop deadline, a W grade is assigned to each course
- Withdrawals resulting in a "W" notation on transcripts do not affect GPA
- The transcript will note an "Administrative Medical Withdrawal"

Administrative hold:

Holds are placed on a student account and can only be lifted by the Office of the Dean of Students. This hold would prevent students doing things such as ordering a transcript or registering for classes.

Summer and winter term withdrawals are processed through each student's academic advising office. Students who take winter or summer courses need to complete either a late drop or late withdrawal form if they wish to leave a course after the withdrawal deadline:

- https://www.binghamton.edu/registrar/pdf/Student-Add-Drop-instructions.pdf

Student Conduct Cases and Withdrawals:

Whether a student takes an administrative medical withdrawal or a self-medical withdrawal, if they are found responsible by Student Conduct or sign an Administrative Agreement that results in a sanction of a suspension or expulsion for the semester they withdrew, the student may be financially responsible for that semester. Withdrawals due to suspensions and expulsions are not subject to refunds that would have been provided by an administrative medical withdrawal or self-medical withdrawal alone.

Re-enrollment:

Students who withdraw for medical reasons will need a recommendation from the University Counseling Center (UCC) or Decker Student Health Services and the approval of an Office of the Dean of Students staff member prior to returning to school.

Step 1: Student works with a medical provider.

- Looking for a mental health provider? The UCC Treatment Coordinator can help students get connected with a provider: https://www.binghamton.edu/counseling/services/treatment-coordination.html

Step 2: Student's provider faxes the Provider Re-enrollment Form and Release of Information Form to Decker Student Health Services.

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-management/withdraw/provider_reenrollment_form_5-14-19.pdf

Staff in the Office of the Dean of Students must approve all re-enrollments and have the right to reject recommendations for return if information provided is not sufficient, requires the student to see a home provider in a frequency that is not plausible, or if recommendation indicates the student is not ready to return.

- Provider forms should be submitted at least **3 weeks** in advance of the beginning of the semester for proper processing. Sometimes more information is required and we want to avoid any delay of the re-enrollment or ability to register for courses within allotted timeframes.
- Students who wish to receive treatment in other ways, have the option of submitting re-enrollment based on an alternative process. This is approved on a case-by-case basis, and any students wishing to utilize this process should speak to a case manager.
- Due to time constraints it is less likely that students processing a late fall withdrawal will be able to return in the spring. We recommend students withdrawing in the late fall semester plan to return no sooner than the summer or fall semesters with proper documentation.

Active Registration:
Please be aware that you must complete the full re-enrollment process before you can be an active student. If you have an active registration for the semester following your withdrawal, you must complete your re-enrollment by the semester add/drop deadline or your registration will be dropped.

*ACTIVE DUTY Military Withdrawals

Military Duty:

Students who withdraw to enter active duty military service must provide written copies of their deployment orders.

Students withdrawing because of entering active duty military service can either go through the self-withdrawal process, self-medical withdrawal process or the administrative withdrawal process.

If a student decides to take an administrative withdrawal process, they should use their deployment orders as their provider form documentation.

The following office must be contacted no matter the type of withdrawal taken:

- **U.S. Citizens:** Must notify the Office of Veteran and Military Services Office 607-777-2021
- https://www.binghamton.edu/offices/veterans/index.html
- **International Students:** Must contact ISSS 607-777-2510