



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 a severe and unforeseen medical emergency that has impacted their ability to complete their current academic term. To be considered for a withdrawal, a student must provide supporting documentation from their medical or mental health provider that fully addresses their medical situation. Below are specific guidelines that the Extenuating Circumstances Withdrawal Committee utilizes during their review process. Each bullet should be answered to the best of your ability.

- **List all diagnoses impacting the student that are directly related to the withdrawal request**
- **Provide the appointment date of when you first saw your patient for the specified diagnosis as well as all follow-up and upcoming appointments**
- **Please discuss any pertinent medical information regarding a withdrawal (i.e., the patient may be withdrawing re: a specific issue but may have other medical concerns that could exacerbate or be exacerbated by the specific issue causing the need to withdraw)**
- **Please list and describe all hospitalizations, if applicable**
- **Please describe any limitations and their current ability/inability to function in an academic setting**
- **Statement about the recommended plan of care/treatment to address the health concerns that warranted a withdrawal**

This documentation can be emailed to cummingsm@ecu.edu, faxed to (252) 328-9174 (Attention: Lauren Cummings), or mailed to the address below.

Dean of Students Office
Attention: Lauren Cummings
120 Umstead Hall
East Carolina University
Greenville, NC 27858-4353

Please do not hesitate to contact me at (252) 328-9172 with any questions or concerns about this request.

With regards,

A handwritten signature in cursive script that reads "Lauren Cummings".

Lauren Cummings, MS, NCC, LCMHC
Student Affairs Case Manager