

Medical-Psychological Withdrawal

Student Checklist

- Obtain, complete, and submit needed forms:

Psychological/Psychiatric Condition

- Medical-Psychological Withdrawal Form
- Release of Information For Medical-Psychological Withdrawal
- Release of Information For Dean of Students Office (if requesting a full withdrawal)
- Release of Information For Financial Aid (if you have financial aid)

Mail to:

Director, Counseling Services
Coastal Carolina University
P.O. Box 261954
Conway, SC 29528

or FAX:

Director, Counseling Services
843-349-2898

Medical Condition

- Medical-Psychological Withdrawal Form
- Authorization for Use and Disclosure of Protected Health Information Form

Mail to:

Director, Student Health Services
Coastal Carolina University
P.O. Box 261954
Conway, SC 29528

or FAX:

Director, Student Health Services
843-349-6546

- Submit or request submission of supporting documentation by treating professional – may use the Community Provider Form or request that records be sent by treating professional, or request a letter on the treating professional’s letterhead be sent to appropriate Director. (Prescription pad notes are not sufficient.)
- Verify that forms and supporting documentation were received by appropriate Director.
- Meet with the appropriate Director to discuss the request and the Director’s recommendations. (Phone conferences can be arranged when necessary.)
- Arrange for treatment of the condition during the time of absence from the University.
- Determine implications of the withdrawal on financial aid, if applicable.
- If requesting a full withdrawal, address all other standard end-of-year tasks such as checking out of Housing, selling/returning textbooks, settling debts, etc.

Completion of all items does **not guarantee that a Medical-Psychological Withdrawal will be granted. The Director will make a recommendation to the Provost’s Office where the final determination regarding the granting of the withdrawal is made.