

## **MEDICAL LEAVE READMISSION PROCESS**

The following guidelines apply to documentation needed for undergraduate students who are seeking to return to SUNY Oswego following a medical leave of absence for psychological or physical health reasons. The medical leave readmission process is designed to ensure the condition from which the student requested a leave will not impair their academic functioning upon return to campus and that the recommended continuing care is available.

**Send all correspondence related to the readmission process to:**

**SUNY Oswego Dean of Students  
501 Culkin Hall 7060 State Route  
104 Oswego, NY 13126**

**All correspondence should be received using the following schedule:**

**Last Friday in July for upcoming Fall semester return**

**First Monday in December for upcoming Winter session return**

**Third Friday in December for upcoming Spring semester return**

## **STUDENT**

The student must write a letter to the Dean of Students requesting readmission. The letter should include the following:

- How the student has addressed the symptoms leading to the medical leave.
- How the student has spent their time while on leave.
- The student's ability to return to the rigors of academic study and the social demands of SUNY Oswego.
- The student's academic major department.

The student should request that their clinician(s) provide correspondence to the Dean of Students indicating their support for the student to be readmitted to SUNY Oswego.

Once the student has confirmed that their clinician(s) has sent the required correspondence, the student must contact the Dean of Students office to schedule a readmission interview at 315-312-5483 or [deanofstudents@oswego.edu](mailto:deanofstudents@oswego.edu).

## **CLINICIAN**

All correspondence from clinicians must be on the clinician's letterhead. The clinician cannot be student's family member. SUNY Oswego must receive correspondence from the clinician indicating their support of the student being readmitted. The correspondence must include:

- Clinician's credentials (must be a licensed provider of medical or mental health services).
- Diagnostic tools used to assess functioning and progress in treatment.
- Medical or psychiatric diagnosis.
- Length of the student's treatment and frequency of visits.
- Treatment goals and the student's attainment of the treatment goals.
- Clinician's opinion regarding the student's readiness to return to the academic and social demands of SUNY Oswego and evidence to support that opinion.
- Whether or not medication has been part of the treatment plan and the purpose, dosage and anticipated duration of this medication.
- Treatment recommendations upon return to SUNY Oswego and the plans/arrangements that have been made toward that end.

## **REVIEW**

The Dean of Students will consult with the Director of Counseling Services or the Director of Health Services when reviewing clinician letters to determine that the student has met the following readmission criteria:

- Obtained sufficient relief from the disruptive symptoms which led to the medical leave.
- Provided information that treatment of an appropriate length and nature with psychological and/or medical health care providers has occurred.
- Demonstrated an understanding of events which led to their medical leave and an ability to use appropriate health care resources for prevention/treatment as needed.
- Engaged in productive activity while on medical leave (e.g. took a class, held a job, etc.) to demonstrate their readiness to return to the academic and social demands of SUNY Oswego.

## **DECISION**

Once the review is complete, the Dean of Students is responsible for making the final decision regarding the student's readmission. The Dean of Students will notify the student and the Registrar in writing of the final decision.

Upon a favorable readmission decision, the Registrar will notify appropriate offices on campus of the student's return (Residence Life, Financial Aid office, academic department, etc.)

## **Related Information**

It is the student's responsibility to contact the following offices to inquire about any procedures they may need to follow prior to returning to SUNY Oswego:

- Residential Life and Housing: 315-312-2246 [reslife@oswego.edu](mailto:reslife@oswego.edu)

Withdrawal procedures Academic Year 2019-2020

- Financial Aid: 315-312-2248 [financial.aid@oswego.edu](mailto:financial.aid@oswego.edu)
- Student Accounts: 315-312-2225 [stuaccts@oswego.edu](mailto:stuaccts@oswego.edu)
- Registrar: 315-312-2136 [registrar@oswego.edu](mailto:registrar@oswego.edu)
- International Education and Programs (for international students only):  
315-312-2118 [iss@oswego.edu](mailto:iss@oswego.edu)