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## 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:

Office of the Dean of Students

501 Culklin Hall

Oswego, NY 13126

[deanofstudents@oswego.edu](mailto:deanofstudents@oswego.edu)

Fax: 315-312-2503

**All correspondence should be received no later than 30 days prior to the start of the semester in which you expect to return.**

### FOR THE 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 Office of the Dean of Students to schedule a readmission interview at 315-312-5483 or [deanofstudents@oswego.edu](mailto:deanofstudents@oswego.edu).

## **FOR THE CLINICIAN**

All correspondence from clinicians must be on the clinician's letterhead. The clinician cannot be a student's family member.

SUNY Oswego must receive correspondence from the clinician indicating their support of the student being readmitted. The correspondence must include:

- Medical or psychiatric diagnosis
- Length of the student's treatment and frequency of visits
- 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
- Treatment recommendations upon return to SUNY Oswego and the plans/arrangements that have been made toward that end

## **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's Office will notify appropriate campus offices of the student's return (Residence Life, Financial Aid, 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	<a href="mailto:reslife@oswego.edu">reslife@oswego.edu</a> (315) 312-5483
Financial Aid	<a href="mailto:financial.aid@oswego.edu">financial.aid@oswego.edu</a> (315) 312-2248
Student Accounts	<a href="mailto:stuaccts@oswego.edu">stuaccts@oswego.edu</a> (315) 312-2225
Registrar	<a href="mailto:registrar@oswego.edu">registrar@oswego.edu</a> (315) 312-2136
International Education and Programs	<a href="mailto:isss@oswego.edu">isss@oswego.edu</a> (315) 312-2118