

## Steps to Return to Washington University after a Medical Leave of Absence

1. Between June 1<sup>st</sup> and July 1<sup>st</sup> for a Fall semester return or November 1<sup>st</sup> and December 1<sup>st</sup> for a Spring semester return, provide Student Health Services a detailed summary of your treatment while you are on leave. This is required so that SHS can best advise your dean's office as to your readiness to return to academia. The medical information you provide is confidential and will not be shared with the dean's office. The detailed summary should be a letter from the therapist/physician who has been caring for you which includes the following information:
  - Your diagnosis
  - Medications, dosage, length of time on this medication, and how long you have been stable on that dosage
  - The progress that you have made that leads your therapist/physician to recommend your return
  - Documentation of any classes you have taken or a job you have held while you were on leave, if applicable.

If you have received care from both a psychiatrist and a mental health professional providing therapy, please have both professionals forward their letters to SHS.

2. Once the requested documentation is received at SHS, your health care provider(s) will be contacted in order to further discuss your readiness to return. In order to discuss your care with your provider(s), the appropriate release of information form should be completed (downloadable from the Forms section of our website), faxed back to SHS at 314-935-8515, and a copy given to your health care provider(s).
3. After the phone conversation has occurred with your health provider(s), a phone appointment will be scheduled with you (or in person, if you are/will be in the St. Louis area).
4. Complete and submit to your dean's office a "Reinstatement Form" (downloadable from the "Forms" section of the SHS website)
5. Based on the recommendation from SHS, and your request for reinstatement, your dean's office will determine if you should be reinstated and notify you in writing of their decision.

**Medical clearance AND approval from your dean's office are required for reinstatement.**

All necessary forms can be found at <http://shs.wustl.edu/mloa.htm>  
Please contact Cathy VanderPluym at 314-935-6695 with any further questions.