

Instructions for Re-Entry after a Medical Leave of Absence or Medical Withdrawal

1. You must initiate the re-entry petition at least one month prior to the beginning of the next academic quarter. Complete the top portion of the Re-Entry Form and bring it to your department, together with a petition stating your intention to return.
2. You must have the Re-Entry Form signed by Graduate Coordinator of your department and by the Director of the Graduate School (124 Meserve Hall). Once you have obtained the necessary signatures, you must forward the Re-Entry Form and your petition to the Lane Health Center, where it will be evaluated. You **MUST** demonstrate to the Medical Director or his or her appropriate designee at the Lane Health Center that you received treatment in accordance with your diagnosis and that a physician deems you are ready to return to school. A letter from the health care provider who rendered treatment to you during your leave is required. This confidential letter to the Lane Health Center Medical Director should state your diagnosis, prognosis, treatment modality used, follow-up recommended, and a comment about whether the medical provider supports your return to school. Your petition to return to school cannot be considered without this documentation.
3. If approval for the Re-Entry Request is granted, a copy will be forwarded to you. Copies will also be forwarded to the Lane Health Center, the Bursar, the Registrar, Financial Aid, Residential Life, the Graduate School Office, and your department.