

Student Checklist for Returning from a Medical/Health Leave of Absence
Wellesley College Health Service
106 Central Street
Wellesley, MA 02481
Phone: 781-283-2810, Fax: 781-283-3693

DEADLINE: Your written notification and supporting documentation, including your clinician reports and consent forms, must be received at the above address no later than **May 15th** for an upcoming fall semester return or **November 1st** for an upcoming spring semester return. Missing a deadline may result in the postponement of your return.

- ☐ 1) Contact your Class Dean to inform him/her of your wish to return from medical leave of absence and clarify with him/her what the college requires from you in order to return.
- ☐ 2) Notify the Wellesley College Health Service in writing that you wish to return to Wellesley College from your medical leave of absence. You may do this via a brief letter forwarded by mail or fax to the address or number above: Attn: Vanessa Britto, M.D, M.Sc., Director
- ☐ 3) Complete and mail to the Director the signed consent form(s) giving consent for the Health Service to consult with your Class Dean and members of the Dean's Advisory Committee, as well as appropriate offices (e.g. Housing and Counseling Service).
- ☐ 4) Please provide each health care provider you have seen during your time away with a copy of the Medical Provider Report Form. Ask each provider to complete the form and return it to the above address: Attn: Director, Wellesley College Health Service. If you were seen by multiple providers within a single clinic, one form may be submitted for all treatment you had in that clinic.
- ☐ 5) If your treatment expectations at Wellesley college include special accommodations (e.g. housing, mobility, etc) and/or if you have undergone specialized testing or evaluation (e.g. substance abuse, eating disorder, ADHD, etc) you may need to be cleared by both the Health Service and the Counseling Services. Please ask your provider to mail the specific need(s) and the recommended accommodation(s) to the Director of the Counseling Center/Health Service (depending upon which form it is).
 - a) Requesting special accommodation: please ask your provider to indicate the specific need(s) and the recommended accommodation(s). Additionally, please have your provider send a copy of any specialized evaluation reports that support your accommodation request. You will be notified if additional information needs to be submitted to the Director of Disability Services.
 - b) Documenting specialized testing or evaluation: please send a copy of the evaluation report and/or neuropsychological testing to the Director of Counseling Service. In some instances you might need to be cleared by both the Health and Counseling Services (i.e., substance abuse, eating disorder). You will be notified if joint clearance is necessary.
- ☐ 6) Please write a statement explaining your understanding of why a medical leave was taken, what you have been doing while on leave to address the medical issue(s), and what you think you would need for a successful transition back to Wellesley College.

NOTE: Documentation is reviewed as it is received; therefore if you have completed your treatment expectations, then it is to your benefit to submit your treatment reports as early as possible.

Once all of your documentation has been received, the process is completed as follows:

- The Health Service clinician team will review the documentation and make a recommendation made with regard to your clearance for return to the Dean's Advisory Committee (DAC).
- The Director of the Health Service will report the Health Service recommendation to the DAC. The DAC includes representatives from the offices of the Dean of Students, Class Deans, Counseling Service, Health Service, Residential Life, Disability Services, and Campus Police.
- During the evaluation process there are occasions when the DAC requires specific clinical information. Completion of the above referenced Release of Information between the Health

Service and the DAC will authorize the Health Service clinician team to communicate about that clinical information when necessary.

- DAC considers the recommendation, along with any other conditions appropriate for return and request for accommodations, and decides whether to approve the request to return.
- Once the decision is made, the Class Dean will mail or email a letter to the student within 30 days explaining the decision as well as any other additional recommendations (e.g., further evaluation, continued treatment).

Forms indicated above are available on the Wellesley website:

<http://www.wellesley.edu/advising/classdeans/loas/checklists>

Questions may be directed to the Director of the Health Service or the Class Dean.

Revised Aug/2014