

Instructions for Medical Leave Forms

You must complete the following steps in order to be considered for return to the College after a medical leave/withdrawal. Not completing any step in a timely fashion may compromise your petition to return and thus may delay your being approved to resume study at Gettysburg College. The information we receive as well as your ability to manage the process are an important part of demonstrating your readiness to take on the rigors of residential study again.

Please note that while we carefully consider recommendations from your care providers, we make our decisions independently and in accordance with all available information and expertise. Thus recommendations for readmittance from your care provider(s) are not sufficient grounds for readmission.

If you have any questions, please call Counseling Services at 717-337-6960.

IF YOU HAVE NOT ALREADY DONE SO, PLEASE NOTIFY ACADEMIC ADVISING OF YOUR INTENT TO APPLY FOR RETURN TO THE COLLEGE.
<http://www.gettysburg.edu/about/offices/provost/advising/>

To be considered for return from Medical Leave/Withdrawal:

- A. Return forms 1, 2, and 3 as soon as possible after leaving the College.**
 - a. We would expect to receive these within 2-3 weeks of your leaving the College.**
 - b. You must complete forms 2 and 3 for each and every care provider you see.**

- B. Have your care providers (physician, therapist, psychiatrist) contact us at the onset of your care so we can provide information about the reasons for your leave/withdrawal and provide information that can help guide your care.**

- C. Submit the following information to the Director of Health and Counseling between July 1 and August 1 for return in the fall semester, and between December 1 and January 3 for return in the spring semester.** We do NOT want to receive information early, as we want information that reflects your status close to the time you wish to return. You may submit this information piece by piece, but all information must be completed and received within these timeframes or you will be ineligible for return in that semester.
 - a. Letter from you discussing
 - factors that led to your leave/withdrawal
 - treatment you received while away from the College
 - why you believe you are now prepared to return
 - your plans for ensuring your ongoing good health if you are allowed to return, including your plans for ongoing care
 - any additional information we should be expecting to receive to support your petition to return (transcripts from other colleges, letters of recommendation from employers, etc.)

- b. Treatment records from any hospitalizations after you left the College
- c. Form 4 from EACH of your care providers.

Mail/FAX all information to Dr. Kathy Bradley; Gettysburg College, Counseling Services, Campus Box 424, Gettysburg, PA 17325 FAX 717-337-6978

Typically, Counseling Services confers with deans from College Life and Academic Advising in early August to make decisions about return for the fall semester, and in early January with regard to the spring semester.