



## Return from Medical Leave Protocol

Any student who wishes to return from a medical leave will petition to return following the outlined protocol. It is the student's responsibility to ensure that all steps are completed and all requested documentation is received by the Dean of Students – Division of Student Affairs office in accordance with the guidelines below.

### Deadlines for Submitting Documentation

- To petition to return for the **Fall** semester, the deadline is **July 1**
- To petition to return for the **Spring** semester, the deadline is **December 1**
- To petition to return for the **Summer** session, the deadline is **May 1**

### Documents to Submit

- *Release of Information*: Please complete a Consent to Release Information form, provided by your clinician(s), for each treatment provider you saw during your leave.
- *Clinical Documentation*: Please have each treatment provider complete, sign and submit a Treatment Information Form. This form can be provided to you by emailing a request to [medreturn@tulane.edu](mailto:medreturn@tulane.edu) or by downloading the form at [Treatment Information form](#).
- *Return from Medical Leave Student Petition*: Please complete and submit a Return from Medical Leave Student Petition. This form can be provided to you by emailing a request to [medreturn@tulane.edu](mailto:medreturn@tulane.edu) or by downloading the form at [Student Petition](#).

**All completed and signed documents should be submitted to [medreturn@tulane.edu](mailto:medreturn@tulane.edu).**

### Next Steps

1. The return packet will be reviewed. The student will receive an email if additional documentation is needed. The email will outline what needs to be submitted in order to complete the packet.
2. Once the packet is complete, the University official will forward to a clinician at the Health Center for Student Care for review. The clinician may contact the student, should they need more information to complete their review.
3. Based on the review, a recommendation will be made to the Dean of the student's school or Program Director and the Dean of Students – Division of Student Affairs.
4. The Dean of Students – Division of Student Affairs or their designee will notify the student of the recommendation, will request that the medical hold be lifted, and the student will be allowed to register for classes or will otherwise be instructed of next steps.
5. The decision to readmit a student following medical leave is a provisional judgment that may be reversed within the first semester if the recommendations for readmission are not met. When permission to return is granted, special conditions or requirements may be outlined at that time.