Dear Student,

If your academic Dean has granted you a medical withdrawal as a result of a psychological or psychiatric condition, you must go through the Medical Reenrollment process with Counseling and Psychological Services (CAPS) at the Department of Student Health prior to your return to UVa. This process is to ensure that your mental health has improved significantly and that you are able to reengage and progress in academics, as well as to connect you to available resources in Charlottesville as needed. The Medical Reenrollment process requires supporting evidence of improvement and documentation from the physician or mental health provider(s) who treated you during your time away. All necessary forms to assist you with this process may be accessed on the CAPS website.

In order to process your Medical Reenrollment Clearance, you will need to submit to CAPS the following documentation:

- **Assessment and Recommendation for UVa Student Reenrollment** – This is to be filled out by your mental health provider who treated you while you were on medical leave. Please see the accompanying Letter to Mental Health Provider that explains the process to your provider.*
- **Student Information Update and Consent to Communicate with Dean of Students**

Both of these documents must be completed and returned to CAPS in order for your medical clearance request to be reviewed. It is recommended that you submit these requests 6 weeks prior to the date you hope to reenroll. Once submitted to CAPS, you should expect it to take up to 10 business days for the CAPS clinician to complete review of your documentation. Once reviewed, a decision will be made as to whether or not your reenrollment will be recommended to your Academic Dean. You will be notified of this recommendation by the CAPS clinician who has reviewed your documentation. Your Dean will make the final decision about your reenrollment. It will still be necessary for you to contact your Academic Dean regarding deadlines, academic eligibility, and before a final decision is rendered.

*If the documentation from a treating professional is not adequate or available, then an in-person CAPS reenrollment assessment will be necessary. It is up to the student to notify CAPS if treatment was not attained during the withdrawal period so that a reenrollment assessment can be scheduled. Additionally, there may be circumstances surrounding a student’s medical withdrawal which would warrant a CAPS assessment regardless of whether documentation is provided. In these situations a student will typically be notified of this by his/her Dean or a CAPS clinician at the time of the student’s medical withdrawal.

Please contact CAPS if you have any questions about this process. Please submit all forms to:

**U.Va. Department of Student Health, Counseling and Psychological Services**
**Attn: Medical Reenrollment**
**PO Box 800760**
**Charlottesville, VA 22908-0760**
**FAX: 434-243-6693**

Sincerely,

Nicole Ruzek, PhD
Director, Counseling and Psychological Services
Department of Student Health