Reentry to the University

Reentry
In order to be evaluated for reentry, you must provide the following to the Director of Counseling and Psychological Services or the Director of Student Health Services:

- A request for reentry. Matriculated undergraduates must complete a reentry form available at the Office of Withdrawal and Readmission (LC-30).
- Documentation completed and signed by a licensed health professional or treatment facility including:
  A. Number of treatment sessions along with beginning and ending dates.
  B. ICD-10 or DSM-V diagnosis. Also provide GAF (for reference, go to: http://www.albany.edu/counseling_center/docs/GAF%20Scale.pdf)
  C. An abbreviated mental status exam. Mental status deficits as they pertain to academic functioning must be addressed.
  D. An explicit recommendation for a medical reentry by the licensed health professional.
- Once CAPS or Student Health Services has recommended reentry, the hold placed on the student's registration will be removed.

To obtain forms online or more information, visit the Office of Withdrawal and Readmission at:
http://www.albany.edu/undergraduateeducation/readmission.php

Important University Telephone Numbers

- Counseling and Psychological Services
  442-5800
- Withdrawal & Readmission
  442-3950
- Advisement Services Center
  442-3960
- Residential Life
  442-5875
- Disability Resource Center
  442-5490
- Student Financial Services
  442-3202
- Student Accounts
  442-3202
- Student Health Services
  442-5454

University at Albany

Medical Withdrawal & Reentry Information

A Guide for Undergraduate Students Applying for a Medical Withdrawal & Reentry for Mental Health Concerns
If you are considering a medical withdrawal for psychological reasons...

What to do...

If you are leaving the University for psychological reasons, consider these steps:

**Step One**

- Complete a withdrawal form at the Office of Withdrawal and Readmission located in the Office for Undergraduate Education (LC-30).
- Upon deciding to apply for withdrawal, this should be done immediately;
- Counseling and Psychological Services or Student Health Services may be able to assist you with the specific steps of the process;
- You may wish to contact Student Financial Services and Student Accounts about the financial implications of the withdrawal process;
- To obtain the required forms, or for more information, visit the Office of Withdrawal and Readmission at:
  

**Step Two**

Provide the following to the Director of Counseling and Psychological Services or Director of Student Health Services:

- A dated request for withdrawal;
- Documentation completed and signed by a licensed health professional or treatment facility. Incomplete information will delay action on request. Please provide the following:
  - A. Number of assessment/treatment sessions along with beginning and ending dates;
  - B. ICD-10 or DSM-V diagnosis. Also provide GAF (for a reference, go to: [http://www.albany.edu/counseling_center/docs/GAF%20Scale.pdf](http://www.albany.edu/counseling_center/docs/GAF%20Scale.pdf))
  - C. An abbreviated mental status exam stating the impact of mental status on academic functioning;
  - D. An explicit recommendation for a medical withdrawal from a licensed health professional.

*Fax or mail the supporting documentation as soon as possible to the Director of Counseling and Psychological Services or Director of Student Health Services. Supporting documentation is maintained in confidential CAPS files or Student Health Services files and is not forwarded with the recommendation.*

Please know that we are available to help during the process or for consultation:

Counseling and Psychological Services
University at Albany
400 Patroon Creek Blvd., Suite 104
Albany, New York 12206
Phone: (518) 442-5800
Fax: (518) 442-3096
consultation@albany.edu
[http://www.albany.edu/counseling_center/](http://www.albany.edu/counseling_center/)

Student Health Services
University at Albany
400 Patroon Creek Blvd, Suite 200
Albany, New York 12206
Phone: (518) 442-5454
Fax: (518) 442-5444