Re-entry into the University

In order to be evaluated for re-entry, you must provide the following to Counseling Center Director or Health Center Director:

- Request for re-entry. Matriculated undergraduates must complete a readmission form available at the Office of the Vice Provost for Undergraduate Education.

- Please provide the following documentation completed and signed by a licensed health professional which includes:
  - Number of treatment sessions along with beginning and ending dates
  - DSM-IV diagnosis including a current GAF score
  - A brief mental status exam. Mental status deficits as they pertain to academic functioning must be addressed
  - An explicit recommendation for a medical re-entry by the licensed health care practitioner

To obtain forms or for more information, please visit the Office of Withdrawal and Readmission website @ www.albany.edu/withdrawalreadmission/reentering_university.html
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, which is located in the Office of the Vice Provost for Undergraduate Education (LC-30).

√ Upon deciding to apply for withdrawal, this should be done immediately

√ The University Counseling Center or Health Center may be able to assist you with any difficulties you may have with the process.

√ You may wish to contact the Office of Financial Aid and the Office of 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 website: www.albany.edu/withdrawalreadmission/withdrawal.html

**Step Two**

Provide the following to the Director of the University Counseling or Health Center:

☐ A dated request for withdrawal

☐ Documentation completed and signed by a licensed health professional or treatment facility, which includes:

√ Number of assessment or treatment sessions along with beginning and ending dates

√ DSM-IV diagnosis including GAF score

√ Brief mental status exam stating the impact of mental status on academic functioning

√ An explicit recommendation for a medical withdrawal

Fax or mail the supporting documentation as soon as possible, directly to the University Counseling Center or Health Center.

At the University at Albany, we understand that you may be having a difficult and stressful time.

The voluntary process for a medical withdrawal may initially appear complicated and overwhelming, but we are here to help.

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

University Counseling Center
University at Albany
400 Patroon Creek Blvd., Suite 104
Albany, New York 12206
Phone: (518) 442-5800
FAX: (518) 442-3096
consultation@albany.edu

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