

Readmission to the University

Step 1

- ◆ Matriculated undergraduates must complete a readmission application online at:

<http://www.albany.edu/undergraduateeducation/readmission.php>

Step 2

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

- ◆ Documentation completed and signed by a licensed health professional or treatment facility that includes:
 - a) An explicit recommendation from a licensed health professional for a medical readmission. The recommendation should include that the condition that caused the withdrawal has resolved and the student is cleared on that basis for readmission;
 - b) Number of assessment/treatment sessions along with beginning and ending dates;
 - c) ICD-10 or DSM-5 diagnosis;
 - d) For mental health-based readmissions, also provide a GAF and an abbreviated mental status exam. The accompanying statement should highlight the ways in which the student's mental condition has improved and will no longer significantly interfere with his/her performance as a student. For a GAF reference, go to:
<http://www.albany.edu/caps/gaf>
- ◆ Once CAPS or Student Health Services has recommended readmission, the hold placed on the

Important University Telephone Numbers



Counseling and Psychological Services 518-442-5800



Student Health Services 518-442-5454



Office of Undergraduate Education 518-442-3950



Advisement Services Center 518-442-3960



Department of Residential Life 518-442-5875



Disability Resource Center 518-442-5490



Office of Financial Aid 518-442-3202



Office of Student Accounts 518-442-3202



University at Albany Medical Withdrawal and Readmission for Mental Health Concerns



THE WORLD WITHIN REACH

A Guide for Undergraduate Students



If you are considering a medical withdrawal for psychological reasons...

What to do...

Step One

- ◆ Complete a withdrawal form from the Office of Undergraduate Education, which is available online at the website address listed below. It can be submitted in person at LC-30, mailed, or faxed. Contact information is on the form.
- √ Upon deciding to apply for withdrawal, this first step 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 the Offices of Financial Aid and Student Accounts about the financial implications of the withdrawal process;
- √ To obtain the required forms, or for more information, visit the Office of Undergraduate Education or go to:

<http://www.albany.edu/undergraduateeducation/withdrawal.php>



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 feel overwhelming, but we are here to help.

Step Two

Provide the following to the Director of Counseling and Psychological Services or Director of Student Health Services via mail or fax **as soon as possible**:

- ◆ Documentation completed and signed by a licensed health professional or treatment facility that includes:
 - a) An explicit recommendation for a medical withdrawal from a licensed health professional;
 - b) Number of assessment/treatment sessions along with beginning and ending dates;
 - c) ICD-10 or DSM-5 diagnosis;
 - d) For mental health-based withdrawals, also provide a GAF and an abbreviated mental status exam stating the impact of mental status on academic functioning. For a GAF reference, go to: <http://www.albany.edu/caps/gaf>

Note: Incomplete information will delay action on request.

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/caps>



Student Health Services
University at Albany
400 Patroon Creek Blvd, Suite 200
Albany, New York 12206
Phone: 518-442-5454
Fax: 518-442-5444
http://www.albany.edu/health_center/

