University policy requires that a student “seeking to re-enroll after a medical leave must demonstrate to the University that the student’s health permits the successful completion of studies.” The best timeframe to submit all materials to demonstrate your good health will vary based on the desired semester of re-enrollment. Please note you will need to allow 3 weeks from when you submit your documentation to have an appointment (if necessary) for your review, and an additional 3 weeks to get notified by the Dean about your re-enrollment status. Please see the USC website which lists several things to take into consideration as you return, including important submission dates. Graduate students should contact their school/college.

Outlined below is the information students must provide prior to initiate the re-enrollment process.

1. Please complete the following forms:

   A. **General Authorization to Disclose Protected Health Information**: Please complete and sign the General Authorization to Disclose Health Information form

      i. Contact 1: Please write in the names of the clinicians (physicians, therapist, hospital, nutritionist, etc.) that Student Health Services will need to contact to discuss your treatment while you are on leave. Please include a phone number. If there is more than one clinician, you can use the space in “Contact 3”.

      ii. Contact 2: Please write in “Medical Leave of Absence Committee.” This will allow communication between SHS and people in other offices at BU who need to participate the process that will enable you to be reviewed to return from your leave. Communication by Student Health Services with other BU Staff will be limited to what is essential for the clearance process to proceed. Details of your treatment would not be disclosed.

   B: **Community Provider Report**: Please download the Community Provider Report form and give to each community provider with whom you have been in treatment while on medical leave. Please have all clinicians with whom you have worked return forms to Student Health Services; this can include physicians, therapists, prescribers, nutritionists, hospital staff, etc.

   C: **Student Report from Medical Leave**: Download the Student Report from Medical Leave form. Please complete this form in detail, describing your time on leave and information about your return.

2. Please return all completed forms to:
   Mitzi Kane, Care Coordinator
   Student Health Services
   881 Commonwealth Ave, West
   Boston, MA 02215
   Or FAX to 617-353-1128

Once SHS receives the necessary documentation for your return, you may be contacted to set up an appointment in the event that SHS need further information, which may take up to 3 weeks.
depending on the time of the year. Please take this into account as you determine your timeline to return.

3. **Communication of readiness to return.** Upon determination of readiness to return, you will receive communication from the Dean of Students (Undergraduate) or your academic program (Graduate) about your return. Please note that dates above about notification timelines.

**Important contact numbers:**
University Service Center 617-358-1818
Student Health Services Care Coordinator; Mitzi Kane 617-353-3569