

Counseling and Psychological Services

Dear Student,

If your academic Dean has granted you a medical withdrawal as a result of a psychological or psychiatric condition which has affected your capacity to perform academically, you must receive “medical clearance” through the Department of Student Health, Counseling and Psychological Services (CAPS) prior to your reenrollment at UVa. All necessary forms to assist you with this process may be accessed by clicking on the underlined form names (if you are reading this on-line). If you are reading this letter as a hard copy, it is suggested you go to the CAPS website at:

<http://www.virginia.edu/studenthealth/CapsWithdrawalForms.html>

Medical clearance means that the condition which brought about your withdrawal has improved significantly and is no longer a hindrance to your academic progression. Supporting evidence of this improvement would require documentation from the physician or mental health provider(s) who treated you during your time away from enrollment. The [Letter to Mental Health Provider](#) and [Form to be Completed by Student’s Physician or Mental Health Provider](#) should be given to your physician or mental health provider(s). These outline the information we will need in order to decide if medical clearance for enrollment is warranted.

When you plan to request medical clearance for reenrollment, you must also update your current contact information in the event that CAPS staff or other university deans may need to contact you regarding your request for reenrollment. CAPS staff will also need your signed consent to allow them to communicate with your academic dean regarding your withdrawal and reenrollment. This may be done by completing the [Student Reenrollment Information Update and Consent for Communication with Academic Dean](#) and returning the form to CAPS.

Additionally, your treating physician or mental health provider(s) must send a completed reenrollment recommendation form or an equivalent report to CAPS. The information will be reviewed by one of the CAPS professional staff and a decision will be made as to whether or not your reenrollment will be recommended to your academic dean. You will be notified of the recommendation by the CAPS clinician who has reviewed your documentation. As it is your dean who will make the final decision about your reenrollment, it will still be necessary for you to meet with your academic dean before a final decision is rendered.

If the documentation from your treating professional is not adequate or available, or if a student has not received treatment while out of enrollment, then an in-person CAPS reenrollment assessment will be necessary. 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 keep in mind that in most instances, the easiest way of expediting your return to enrollment is for you to become involved in treatment following your withdrawal and to have thorough documentation of your treatment forwarded to CAPS well in advance of the semester when you were planning to enroll.

If you should have any questions about any of the above please feel free to call CAPS and ask to speak with the on-call clinician.

Sincerely,

Russ Federman, Ph.D.
Director, Counseling and Psychological Services