

**Student Checklist for Returning from a Medical/Psychological Leave of Absence**  
**Wellesley College Counseling Service**  
**The Stone Center**  
**106 Central Street**  
**Wellesley, MA 02481**  
**Phone: 781-283-2839 or 2842; Fax: 781-283-3769**

**DEADLINE:** Your written notification and supporting documentation including consent forms, must be received no later than **May 8th** for an upcoming fall semester return, or **November 1st** for an upcoming spring semester return. Missing the deadline may result in the postponement of your return.

- 1) Contact your Class Dean and inform him/her of the wish to return from the leave of absence, and clarify with her/him what the college requires from you in order to return.
- 2) Notify the Stone Center Counseling Service in writing that you wish to return to Wellesley College from your leave of absence. You may do this via a brief email to the Director of Counseling Service, Robin Cook-Nobles, Ed.D.; [rcooknob@wellesley.edu](mailto:rcooknob@wellesley.edu), or send a brief letter by mail or fax to the address or number above.
- 3) Complete and mail to the Director of Counseling Service, the various signed consent form(s) giving consent for the Counseling Service to consult with your Class Dean and members of the Deans Advisory Committee, as well as other appropriate offices i.e. Housing, Health Service.
- 4) Give each mental health care provider, whom you have seen during your time away, a copy of the Mental Health Provider Report form. Ask them to complete and send the form(s) to the Director of Counseling Service. If you were seen by multiple providers please have them each complete the form.
- 5) If your treatment expectations included obtaining a specialized evaluation (e.g., substance abuse, eating disorder, ADHD evaluation, or other), ask your provider to **also** send a copy of the evaluation report and/or neuropsychological testing to the Director of Counseling Service. In some instances you might need to be cleared by both the Health and Counseling Services, i.e. substance abuse, eating disorder.
- 6) Write a statement explaining your understanding of why you had to take a leave of absence, what you have been doing while on leave to address the issues that resulted in your taking a leave, and what you think you would need for a successful transition back to Wellesley College.

**NOTE:** Documentation is reviewed as it is received; therefore if you have completed your treatment expectations, then it is to your benefit to submit your treatment reports as early as possible.

**Once all of your documentation has been received, the process is completed as follows:**

- The Clinical Team of the Stone Center Counseling Service will review the documentation and make a recommendation whether or not to clear you to return to the Deans Advisory Committee (DAC) which includes representatives of the offices of the Dean of Students, Class Dean, Counseling Service, Health Services, Residence, Disability Services and Campus Police.
- The Director of the Counseling Service will report the recommendation of the Clinical Team to the DAC.
  - The DAC consults regarding the recommendation and decides whether or not to grant clearance.
  - The class dean notifies the student, in writing, within 30 days, of the decision as well as any additional recommendations, i.e. further evaluation, testing, continued treatment, etc.

Forms are available on the Wellesley website <http://www.Wellesley.edu/advising/classdeans/loas/checklist>

Questions may be directed to the Director of the Counseling Service or the Class Dean.