

Roger Williams University
Request for Reinstatement from Medical Leave of Absence

Student Name:	Student ID#:
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Requesting Reinstatement for: Fall Spring Summer Year:
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Permanent/Home address:

Home telephone:	Cell telephone:
Email:	

Student Signature:	Date of Request:
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Reinstatement from Medical Leave of Absence Policy:

A student requesting to return from a medical leave of absence must demonstrate that you were in treatment for the condition(s) for which you received the medical leave throughout the duration of the leave. When ready to request reinstatement, you will need to complete: (1) this request for reinstatement form, (2) a letter to request reinstatement and explaining how you spent the time away preparing for your return to RWU, and (3) a written recommendation from the treating health care provider(s) supporting your reinstatement, including specific notation that you are ready to resume academic coursework and/or residential status (for those requesting on campus housing). Your health care provider will be contacted by a university health care provider before reinstatement is considered. It is strongly advised that the doctor recommending the student's return from the leave of absence be the same doctor who had been actively treating the student during the time of their leave. Documentation from the health care provider must be signed and on letterhead. RWU reserves the right to request a specific health care provider's opinion before considering a student's request for reinstatement. All documentation must be sent to the Office of Student Life. The request will then be reviewed and the student will be notified of the decision in writing. The University reserves the right to place restrictions on a student's reinstatement.

Students requesting reinstatement from medical leave will not be eligible to register for classes until they are approved for reinstatement. After reinstatement is approved, students are encouraged to reach out to their academic advisor or academic dean's office for assistance with registering for classes. Students who would like to live on-campus upon their return from medical leave must request housing by emailing the Department of Housing directly at rwuhousing@rwu.edu. They are encouraged to do so as early as possible, as housing is not guaranteed. Students do not need to wait for approval of their reinstatement to request housing. However, housing will not be assigned until a student is granted reinstatement and enrolls as a full-time student. Students in need of financial aid must contact the Financial Aid Office directly.

Over Please

Office Use Only – Status of Request: (please circle)

Student Request & Letter Received: Yes No

Date:

Doctor's Documentation Received: Yes No

Date:

Director of Counseling Center/Health Services

Approved

Denied

Date: _____

Student Life Office

Approved

Denied

Date: _____

Department of Housing

*For students requesting housing for their return

Date: _____

Asst. Director for International Student Affairs

*For international students' immigration status

Date: _____

Notes:

Student Notified of Decision:

Date: _____