

### Student Checklist for Returning from a HLOA Processed by Gannett Health Services Counseling & Psychological Services

- 1) Notify Gannett in writing that you wish to return to Cornell from your HLOA:
  - o You may do this via a brief email to the Chair of the HLOA Committee at [healthleaves@cornell.edu](mailto:healthleaves@cornell.edu).
  - o Once we have received your notice, we will begin tracking your materials as they arrive, and we will provide you any further information you may need.

**DEADLINE #1:** Your written notification must be received no later than **June 1** for a proposed fall semester return or **November 1** for a proposed spring semester return.

- 2) Contact the academic advising office for your college and inform them you have begun the HLOA return process with Gannett.
  - o Begin any academic planning you may need to do with them. Be sure to ask specifically what your college requires from you in order to return.
  
- 3) Give each health service provider you have seen during your time away a copy of the Community Provider Report form, and ask them to complete the form and send it to the HLOA committee.
  - o By FAX: Attention: Chair HLOA Committee, 607-254-5244
  - o By mail: Attention: Chair, HLOA Committee, Gannett Health Services, Ho Plaza, Ithaca, NY 14853-3101
  
  - o **IF** you were seen by multiple providers within a single clinic, one form may be submitted for all treatment you had in that clinic.
  - o **IF** your treatment expectations included to obtain a specialized evaluation (e.g., for substance abuse concerns, for eating concerns, for a psychiatric evaluation, for an ADHD evaluation, or other), **then in addition to** the Community Provider Report forms, **arrange to have a copy of the evaluation report(s)** sent to the HLOA Committee.
  - o **IF** your treatment expectations included obtaining treatment related to substance use, **then in addition to** the Community Provider Report forms, **ask your current provider to send a narrative treatment summary** that includes **specific recommendations for ongoing treatment and sober support** for your period of transition back into Cornell. These recommendations should explicitly take into account the high risk for relapse in this environment.

**DEADLINE #2:** Your Community Provider Report forms and any other required evaluation and/or treatment reports must be received by the HLOA Committee no later than **July 1** for a proposed fall semester return or **December 1** for a proposed spring semester return.

**CAUTION:** If you miss one of the deadlines indicated above, your return from your HLOA will be postponed until a later semester.

**NOTE:** We are not able to notify students as individual documents are received by the HLOA Committee. Therefore, if you require notification that your materials have arrived, you will need to arrange with your postal service to mail your documents with a return receipt requested.

**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 to speed up the process of your return.

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

- HLOA Committee reviews treatment reports and decides whether or not to clear student to return. 2 days
  - o Some students may require evaluation by Gannett clinical staff.
- Student is notified of the decision in writing. 1 day
- Executive Director of Gannett notifies student’s college. 5 days

**Approximate** Total Time is 8 working days, although actual time may vary depending on circumstances.

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Forms indicated above are available on the Gannett website [www.gannett.cornell.edu/HLOA](http://www.gannett.cornell.edu/HLOA)  
Questions may be directed to the Chair of the HLOA Committee at [healthleaves@cornell.edu](mailto:healthleaves@cornell.edu).