

**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. Once we have received your notice, we will begin tracking your materials as they arrive and will provide you any further information you may need.

DEADLINE: 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 wish to return from your HLOA. 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) Complete and mail to the HLOA Committee one original, signed copy of the form: Authorization for disclosing protected health information to permit Gannett to communicate with your College advising office regarding your HLOA return process.
- 4) Give each health service provider you have seen during your time away a copy of the Community Provider Report form. Ask them to complete and send the form to the HLOA Committee. If you were seen by multiple providers within a single clinic, one form may be submitted for all treatment you had in that clinic.
- 5) If your treatment expectations included to obtain a specialized evaluation (e.g., for substance abuse concerns, for eating disorder concerns, for an ADHD evaluation, or other), ask your provider to **also** send a copy of the evaluation report to the HLOA Committee.

DEADLINE: Your 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. Our address is:

HLOA Committee, Gannett Health Services, Ho Plaza, Ithaca, NY 14853-3101

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

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.

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

- HLOA Committee reviews all paperwork 2 days
 - o The Committee decides either to deny clearance to return or to schedule evaluation with Gannett staff.
 - o If the decision is to deny clearance, a letter is mailed to the student within 7 days explaining the decision. If denied at this stage, the student is NOT scheduled for an evaluation with Gannett staff.
- Gannett staff schedules evaluation(s) with student within 10 days (unless delayed by student)
- Gannett staff submits a written evaluation report to the HLOA Committee 2 days
- HLOA Committee reviews report and decides whether or not 1 day
to clear student.
- Student is notified of the decision in writing 1 day
- Executive Director of Gannett notifies student's college. 5 days

Approximate Total Time is 21 working days, although actual time may vary depending on circumstances.

Forms indicated above are available on the Gannett website <http://www.gannett.cornell.edu/HLOA.html>

Questions may be directed to the Chair of the HLOA Committee at healthleaves@cornell.edu.