

Class Absence Notification Policy

Health Services/Counseling cannot provide excused absences, ONLY FACULTY can excuse an absence. Health Services can provide information for the faculty to make an informed decision.

It is the student's responsibility to reach out to the faculty for any missed assignments. Health Services/Counseling CANNOT request faculty to provide short- or long-term remote options. Students may discuss this option with individual faculty members, but it is never required that a faculty member provide this service for an in-person class.

Health Services/Counseling DOES NOT provide written notes regarding missed classes due to appointments. It is the expectation that students will schedule appointments around their class schedule as appropriate.

Seen in Health Services for Minor Illness

If patient is seen in Health Services for a minor illness and student is not expected to miss any or only that day of classes, patient may sign a release of information and the professor may call or e-mail if they wish to get more information. Health Services will NOT notify.

Seen Outside of Health Services for Minor Illness

If patient is seen at another health facility (prompt care, emergency room, physician office) for a minor illness, patient is encouraged to bring a copy of the visit to Health Services to place in their chart. They may then take their paperwork to appropriate faculty members if they wish. Faculty may or may not accept this notification, as per their discretion. Health Services will NOT notify.

Seen in Health Services for Moderate to Severe Illnesses

If patient is seen in Health Services and it is determined the student should not be in class and patient is expected to miss several days of class (examples include but not limited to, mononucleosis, pneumonia, concussion, influenza, COVID with fever, mumps, illness that requires additional testing that day, admission to the hospital) a notice will be sent to Student Support Services that they are ill and are expected/instructed to miss class due to medical recommendations.

Seen Outside of Health Services for Moderate to Severe Illnesses

If patient is seen outside of Health Services for illnesses that we would typically notify Student Support Services (see above examples) and we are notified in a timely manner (within day or two of visit or while still in hospital) with documentation, Health Services WILL help facilitate and notify Student Support Services they are expected/instructed to miss class due to medical recommendations. Health Services may need to reach out to the providing physician for clarification of care.

Upcoming Procedures

If Health Services is notified of an upcoming procedure (surgeries, chronic medical condition follow-ups, etc.) that will cause them to miss class, we will notify Student Support Services of their upcoming absence and they are expected/instructed to miss class due to medical recommendations. Health Services may expect documentation from the student when they return to campus.

Chronic Medical Conditions

Students who have chronic medical conditions that may occasionally cause them to miss class should meet with the Medical Director at their earliest convenience to review their condition. Patient may then notify Health Services if they are having a flare of their chronic medical condition and in turn Health Services will notify Student Support Services. If patient is noted to contact us frequently about these flares, patient will be expected to meet with Health Services to discuss their current treatment regimen and consider additional options for better management.

Misuse of Policy

If a student is determined to be misusing this policy, uncooperative in providing documentation, and/or dishonest with their accounts of illnesses then Health Services may not notify Student Support Services and consequently notification to the faculty will not come from the University.