

MEDICALLY-BASED ABSENCE POLICY

This policy is the responsibility of the Registrar and was approved by the Dean of the College and the Dean of the Seminary. The policy was revised by Faculty Senate on October 14, 2022 and is reviewed annually.

POLICY OVERVIEW

This policy outlines the process involved for undergraduate and graduate student medically-based absences.

PRINCIPLES

This policy is guided by the principles of integrity and transparency.

SCOPE

The policy applies to all undergraduate and graduate students.

POLICY STATEMENT

A medically-based absence is defined as a medical condition that reduces a student's physical and/or mental health to the point where they can no longer attend classes and complete course requirements. To qualify as a medically-based absence, a student must have written confirmation from a qualified professional as to the nature of the condition and the anticipated length of time the student will be unable to attend classes.

In the event of a medically-based student absence our class attendance policy will no longer apply for the term in which the injury/illness occurs and the process listed below will be activated and adapted for the individual student.

PROCEDURES

The following process will be activated and adapted for the individual student:

1. The student will provide a certified professional's note excusing him/her from class. With the certified professional's written recommendation, the Registrar, or the Registrar's designate will try to discern the best 'pace' for re-integration into classes. If the student is a minor, the student's parent or guardian will be notified of the plan. Once the student is cleared to attend classes full-time, the Registrar will expect him/her to attend all classes.

2. That the Registrar, or the Registrar’s designate, will make accommodation regarding exams and assignments for each of the student’s classes in that term such that they do not compromise the outcomes of the course. Once s/he returns to school, s/he will be in contact with each of the professors that are involved with regard to missed assignments and exams and, together with the professor, construct a timeline for completion of course requirements. This should include (a) the nature of the assignments/exams yet to be completed and (b) the timeline for completion to be written out (briefly) and forwarded to the Registrar or the Registrar’s designate. The Registrar, or designate, may be involved in this process as necessary. Sensitivity to the certified professional’s recommendation and the student’s well-being will be considered in how we schedule the completion of assignments. In consultation with the professor, the Registrar, or Registrar’s designate, won’t necessarily be bound by the normal limits of the term although the hope would be that the student is able to re-integrate into classes and complete missed assignments in a timely fashion.

3. If it becomes evident that the student will be unable to complete all assignments/exams, in a timely fashion, the Registrar or the Registrar’s designate, in consultation with both the professor and the student, will recommend the student’s case to the Academic Appeals Committee for review.

APPENDIX A

Related Forms/Policies	Academic Review and Appeal Process (Academic Calendar), Accommodations Policy, Class Attendance Policy
Where is this policy published	
Contact Information	Registrar

