

<b>Policy:</b> Excuse Notes		<b>Policy Number:</b> 1.5.4
<b>Created on:</b> 2/15/2022	<b>Reviewed/Revised on:</b>	<b>Category/Sub-category:</b> Operations/Clinical
<b>Partner Area approval:</b> April O'Brien	<b>Exec Director approval:</b> Luis de Zengotita	<b>VP of Student Affairs approval:</b> Karen Lange
<b>Approved on:</b> 3/21/2023	<b>Approved on:</b> 3/21/2023	<b>Approved on:</b> 4/17/2023

## Purpose

The basis of this policy is twofold:

1. Students have the responsibility to attend their classes and complete their coursework. The University of St Thomas expects and encourages students to contact their instructors directly regarding illnesses that interfere with their ability to attend class or complete assignments. This includes short-term as well as prolonged absences. Instructors are expected to work with students on these issues, using their own discretion for the impact on course outcome.
2. The American College Health Association (ACHA) recommendation is that, in addition to the focus on helping students develop the personal agency as defined in #1 above, this policy also:
  - a. Allows for confidentiality of student's health information
  - b. Ensures adequate clinical resources for those who are truly sick or in need of service (i.e., not drive unnecessary volume to the Center for Well-Being)
  - c. Allows clinical staff to work to the top of their skill level (i.e., not providing administrative support for minor illness issues)

## Policy

The Center for Well Being **does not** provide excuses for routine illnesses, injuries or mental health problems that may lead to missed classes, labs, studios, exams, projects, or deadlines.

Exception: Assistance with Serious, Ongoing Illness or Injury

The Center for Well-Being can assist students with a significant health issue or treatment lasting more than one week by providing a letter or email supporting the student's request for academic accommodations to an instructor. If the services for the significant health or mental health concern were provided by an off-campus provider, the student should request such information from that health care provider. If a student has developed an ongoing disability related to a physical or mental health problem or event, additional resources may be available through Disability Resources.

### **Procedure**

1. Requests for excuse notes made prior to, during, or after clinical appointments will be denied.
2. Requests from either students or professors will be denied.
3. A copy of this policy may be provided in support of that denial, when deemed appropriate or necessary.
4. A referral to Disability Resources will be made if an illness is deemed to result in an ongoing disability.

### **References**

[ACHA 2018 Annual Meeting Presentation](#)

### **Related documents**

n/a