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Medical Excuse Note Policy

I. Policy

Student Health Service will not provide medical excuse notes for students who have missed classes, exams, or due dates for projects and papers.

II. Purpose

The purpose of the policy is to articulate how Student Health Service will assist students during times of illness and injury.

When professors require a note from Student Health Service for missed classes, it creates a situation that forces the student to make an appointment whether or not they need one. Eliminating unnecessary visits from students who make appointments for the sole purpose of obtaining medical excuse notes for their professors will leave appointment times available for students in need of those times. Appointments occurring after the missed class when the student is no longer ill or acutely injured makes it difficult to identify clear objective signs that the illness or injury absolutely precluded class attendance.

Our primary response will be to advise students of their responsibility to notify professors, work study supervisors, and coaches and make arrangements for missed classes, assignments, work, or practices directly with each professor, supervisor, and coach. This approach encourages students, as emerging adults and leaders, to advocate for themselves and to take responsibility for their health and actions. It is also in line with standards of care in Student Health offices throughout the country.

If however, a student is in need of additional assistance with notification of professors, supervisors, and coaches, the Student Health Service will follow the procedures listed below.

III. Procedure

- A. A student will first notify professors, supervisors, and coaches directly of an illness/injury.
- B. If a professor, supervisor or coach requests a medical excuse note, the student will complete a *class excuse form*, available on the Gustavus Adolphus College Student Health Service website. This form will not need to be viewed or signed by the medical staff in Student Health Service.
- C. In the event the *class excuse form* is not sufficient enough, due to emergency situations or prolonged absences (greater than 1 week), the appropriate Student Health Service staff will contact the Dean of Students office for assistance in contacting the appropriate professors, supervisors, and coaches. This does not release a student's medical record.

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