

Procedure After Significant Class Absences due to Personal Medical Emergencies

All students who are absent from class for a significant period of time due to a personal medical emergency are required to have completed *Return to Campus* paperwork before returning to Goucher.

Students should first meet with the Office of Student Support and Outreach (SS+O) to review their completed *Return to Campus* paperwork and be cleared to return to campus. Once cleared, students will be referred to the Office of Accessibility Services (OAS) to review or modify accommodations, if applicable, and will be advised to contact their professors to inform them of their absences and to set up a *Plan of Action* (see below). Students may request that the Office of SS+O contact their professors on their behalf.

It is important to note that a notification does not excuse the absences or replace the absence policy listed on the course syllabus, unless attendance modifications have been established prior to the absences through OAS¹.

Upon return to campus, students should:

- Meet with the SS+O to review the *Return to Campus* paperwork and be cleared to return to campus.
- If applicable, schedule a meeting with OAS to review or modify their accommodations.
- Email their professors to schedule an appointment as soon as possible (see **Sample Email** below).
- Share relevant documentation to verify dates if professors have not been previously contacted by SS+O. Note that professors may ask for dates and general reasons for the absence but should not ask for details of a student's medical condition. Students may use discrete language such as: medical reasons and on-going health needs.
- Utilize their professor's office hours to discuss missed coursework and create a *Plan of Action* (see **Plan of Action** below).
- Follow-up regularly with their professors until all the work has been completed.
- Contact ACE to receive additional academic support if needed.

¹ If students have a chronic or ongoing medical issue that caused the absences, they should have contacted the Director of OAS to set up an Attendance Modification Agreement at the beginning of the semester.

Sample Email to Professors

Subject: My absences

Dear Professor (*Insert name of professor*),

I am writing to share with you that I have not attended your class (*Insert course name*) on the following dates (*Insert dates*) due to an unexpected emergency. I am sorry that I have missed class; however, the situation was unexpected.

What day and time are you available to meet this week and discuss missed work and a possible plan of action?

Thank you in advance for your time and consideration. I look forward to talking to you at your earliest convenience.

Sincerely,

(*Insert your name*)

Plan of Action

This Plan of Action should be discussed by students with each of their faculty.

Student's Name: _____

Professor's Name: _____

Class: _____

Number of absences: _____

The professor will enforce the attendance policy that appears in the syllabus: Yes / No (circle one)

The professor will make a modification to the attendance policy that appears in the syllabus: Yes / No (circle one). Explain modification:

Missed assignments (list all): _____

Plan to make up assignments. Specify new deadlines and other stipulations:

Students should contact the Associate Provost for Undergraduate Studies if they have questions regarding the academic *Plan of Action*.

Request for Academic Notification

If a student is unable to resolve the issue after speaking to their professors, or their professors require further documentation, then students may submit a formal request for academic notification to the Associate Provost for Undergraduate Studies and to Student Support and Outreach (SS&O). The notifications sent will include generic and discrete language to describe the reason for the absence(s).

It will be at the professor's discretion to excuse absences or class work, even with an absence notification from the Associate Provost's and/or SS&O's office. It is also vital for students to follow up with their professors after an academic notification is sent in order to arrange making up class work and assignments.

To request academic notification be sent, call the Associate Provost for Undergraduate Studies or the Office of Student Support and Outreach to setup an appointment.

If a student is struggling with a chronic or ongoing medical issue, they should contact the Director of the Office of Accessibility Services to discuss accommodations.

Examples of Personal Medical Emergencies

- Hospitalization
- Sick (flu, cold, mono, strep throat, etc.)
- Pregnancy and/or parenting

Students who may have been or currently are pregnant are eligible for additional accommodations under Title IX. Please contact the TIX Office to discuss accommodations.

Examples of Non-Emergency Situations

- Doctor's appointments