

University of Pittsburgh at Johnstown
Office of Health and Counseling Services
Health Services

POLICY TITLE: Excuse Policy

ORIGINAL DRAFT: November 2010

REVISED: September 2013

POLICY

It is the policy of the Office of Health and Counseling Services/Health Services, at the University of Pittsburgh at Johnstown, to provide appropriate documentation of illness when deemed appropriate by the nurse/physician.

PROCEDURE

- Acute, short-term illnesses:

Students requesting medical documentation need to be evaluated in the Office of Health and Counseling Services/Health Services prior to missing class. Documentation, in the form of an excuse, will be given, if deemed appropriate by the nurse. This may include, but not be limited to, an excuse written for a particular class (for example: physical education). The student is to show the excuse to the professor(s) and retain the original copy for their records as duplicate excuses will not be provided. The faculty member has the final decision as to whether the written excuse will be accepted.

- Chronic, ongoing illnesses:

If the student presents to the Office of Health and Counseling Services/Health Services with chronic, ongoing medical issues for a period of three (3) class days or more, the student will be required to be evaluated by a physician and obtain documentation regarding the severity of their condition. The student should provide both the Office of Health and Counseling Services/Health Services and the Office of the Vice-President of Academic Affairs a copy of their medical documentation. The Office of Health and Counseling Services/Health Services will assist the student in informing the Vice-President of Academic Affairs of their medical concern and ask that the student's professors be notified of the absence. Due to HIPAA regulations, no details of the illness will be provided. It will be the student's responsibility to be evaluated by a physician and obtain a medical excuse to support their absence. The student is to show the excuse to the professor(s) and retain the original copy for their records as duplicate excuses will not be provided. The faculty member has the final decision as to whether the written excuse will be accepted.

The student is always encouraged to contact the Office of the Vice-President of Academic Affairs for medical issues that may have a significant impact on their class attendance and academic performance.