

TITLE: Verification of Visit

Policy Owner: SHaW Executive Team

Applies to: SHaW Clinicians

PURPOSE: to outline and provide guidance on verification of visit procedures.

POLICY: Student Health and Wellness (SHaW) staff cannot provide a note that excuses a student from classes, activities, etc. Students may be provided with a verification form for the following reasons:

- A Verification of visit or contact with Student Health and Wellness Can be used to request short term academic accommodations for students in a time frame not accessible through CSD (e.g. concussion). Students with accommodation requests through SHaW should have appropriately scheduled follow-up evaluation and assessment.
- Verification of extended illness, injury or medical condition in cases where a student:
 - Has been hospitalized overnight
 - Has received outpatient surgery, or
 - Will be (or has been) out of class for more than a one week period.
- A Note to Return to Work when it is required due to public health or safety issues such as employment in the Child Development Labs or Dining Services. (Examples include G.I. illness or diarrhea.)

Rationale:

This policy is congruent with those on campuses nationwide that recognize the adult relationship between college students and their instructors. Attendance/participation policies related to specific courses should be outlined in class syllabi and communicated to students by instructors. Sickness and injury are only two of many reasons that a student may not attend a class. Ultimately, attending classes is the responsibility of a student. Since Student Health and Wellness (SHaW) has no official authority to excuse students from class attendance, SHaW will not provide “excuse notes” or “sick notes” for students except in extenuating circumstances or Public Health and Safety situations in order to provide information upon which instructors may base their decisions. The final decision remains with the instructor.

PROCEDURE:

- To request a **Verification of Extended Illness, Injury or Medical Condition** for one of the three reasons identified above, a student should report to the SHaW Scheduling area or request the note from the clinician who originally provided care.
- To request a **Note to Return to Work**, a student must consult with a SHaW clinician and may require an appointment.

Note: In extenuating circumstances outside of the above parameters, the clinician should consult his or her supervisor.