

Policy on Student Illness

There has been some confusion regarding the process that students should use when they are too ill to attend class, especially in the case of the need to make up a test or assignment. In order to clarify this process, the following statements have been added to The Source online, in the **Health Services** section. Please take note of this process.

Policy on Student Illness

If you are sick and cannot attend class, email the instructor in advance (or if not possible, within 24 hours of the missed class) and let him or her know.

Missing an Exam or Assignment: Allowing you to make-up missed exams and assignments is at the instructor's discretion. For the instructor to consider allowing you to make-up missed exams or assignments, you must do the following:

1. visit the University Health Center (UHC), a doctor, or hospital for treatment on the day that you are sick and get documentation of the visit for your instructor*, and
2. email your faculty member in advance (or if not possible, within 24 hours of the missed class) to tell him or her that you cannot attend and that you are seeking or have sought treatment.

Extended Illness: Only in the case of an extended illness (a week or more), email the academic services office of YOUR college or school. Documentation of treatment is required.

* Do not visit the UHC after the day you are sick, they will not issue documentation that you were sick on a previous day.