



**OVERVIEW:** This policy includes the protocols to follow for an extended student absence.

**OFFICE/DEPARTMENT RESPONSIBLE:** Division of Enrollment Management and Student Affairs

**DATE UPDATED:** July 9, 2008

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## **PROCEDURE FOR EXTENDED STUDENT ABSENCE**

The Office of the Vice President for Enrollment Management and Student Affairs facilitates communication between students and their faculty when extenuating circumstances do not permit the student's adherence to the College's attendance policy and when they are unable to notify the professors themselves. The following guidelines for students in these cases are detailed below:

- I. When students are absent from classes **exceeding one week** for extenuating circumstances beyond the student's control, the student may notify the secretary in the Office of the Vice President for Enrollment Management and Student Affairs at (585) 395-2137. The secretary will then notify the faculty members of the absence in writing. **This notification is not an excuse nor does it obligate the faculty member in any way, nor does this relieve the student from their obligation to complete assignments.**

Faculty may expect the student to provide them with official documentation of the medical problem, emergency or unusual situation, which prevented the student's attendance, as required by the course attendance policy. **Specific health information will NOT be released without the student's signed consent.**

- II. **Class Absences.** Class attendance is considered to be an issue between the professor and the student.
- III. The Student Health Center routinely provides verification of evaluation in the Student Health Center. Evaluation in the Student Health Center does not necessarily indicate serious illness or reason for absence. In the absence of serious illness or communicable disease, the ability to attend class is not specifically determined by the Student Health Center.
- IV. The Student Health Center will issue a note documenting restrictions **only** for serious illness/injury or communicable diseases, to include:
  - a. Medical restriction from classes, for a given number of days.

- b. Medical restriction from activity (type of activity and duration or restriction).

Specific health information including diagnosis can NOT be released to faculty/staff.