

MEDICALLY-BASED ABSENCE POLICY

This policy is the responsibility of the Registrar and was approved by the Vice President Academic and the Dean of the Seminary. The policy was revised on October 28, 2009 and is reviewed annually.

POLICY OVERVIEW

This policy outlines the process involved for undergraduate and graduate student medically-based absences.

PRINCIPLES

This policy is guided by the principles of integrity and transparency.

SCOPE

The policy applies to all undergraduate and graduate students.

POLICY STATEMENT

In the event of a medically-based student absence our absentee policy will no longer apply for the term in which the injury/illness occurs and the process listed below will be activated and adapted for the individual student.

PROCEDURES

The following process will be activated and adapted for the individual student:

1. The student will provide a certified professional's note excusing him/her from class. Together with the certified professional's written recommendation, the guardian/parent's counsel, and the student's own sense of well-being, we will try to discern the best 'pace' for re-integration into classes. Once the student is cleared to attend classes full-time, we will expect him/her to be at all classes save for extra-curricular involvement or medical reasons;
2. That we will make accommodation regarding exams and assignments for each of the student's classes in that term. Once s/he returns to school, s/he will be in contact with each of the professors with regard to missed assignments and exams and, together with the professor, construct a time-line for completion of course requirements. This should include (a) the nature of the assignments/exams yet to be completed and (b) the timeline for completion to be written out (briefly) and forwarded to the Registrar or his/her designate. The Registrar, or

designate, may be involved in this process as necessary. Sensitivity to the certified professional’s recommendation, parental counsel, and the student’s own sense of well-being will be needed in how we schedule the completion of assignments. We won’t necessarily be bound by the normal limits of the term although the hope would be that the student is able to re-integrate into classes and complete missed assignments in a timely fashion.

APPENDIX A

Related Forms/Policies	Academic Review and Appeal Process (Academic Calendar)
Where is this policy published	
Contact Information	Registrar

