12.5.4 Class Absences and Student Health Services

Students who have been evaluated by a clinician at Student Health Services and for whom it has been determined that the student should not attend class, will receive an “Absence Memo Request” form to complete. This form will be signed by the licensed clinician and faxed to the Director of Absence Memo. Students who have managed their own illness may complete a separate “Absence Memo Request” which will include a brief description of their medical condition. These forms can be found at the Absence Memo office and online at http://studentaffairs.cofc.edu/about/services/absence.php. They can be faxed to the Director. Students who have received treatment through other sources should bring that documentation to the Director of Absence Memo (67 George Street). The Director will e-mail the student’s instructors regarding the absence. If there is a difficulty, the Director or his/her designee will attempt to reach the student through CofC email. Ultimately, the decision to excuse the student from class can only be made by the faculty.