

# COLLEGE of CHARLESTON

## OFFICIAL POLICY

12.5.4

### **Class Absences and Student Health Services**

2/5/2016

#### **Policy Statement**

This policy is assigned to assist students with direction for obtaining absence memos. Guidelines are below.

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#### **Policy Manager and Responsible Department or Office**

Student Health Services/ Student Affairs

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#### **Purpose/Reason for the Policy**

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.

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### **Departments/Offices Affected by the Policy**

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### **Procedures Related to the Policy**

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### **Related Policies, Documents or Forms**

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Issue Date:2/5/2016  
Date of Policy Revision:2/5/2016

Next Review Date:10/5/2020

**POLICY APPROVAL**

**(For use by the Office of the Board of Trustees or the Office of the President)**

Policy Number: 12.5.4

President or  
Chairman, Board of Trustees



Date: 2-5-16