

Minnesota State University, Mankato
University Procedure

Procedure Name:

Coordinating Information On Student Absence From The University

Custodian:

Academic Affairs And Student Affairs

Effective Date:

August 28, 2006

Situations arise during the school year when a student will be absent from the university due to temporary illnesses, medical emergencies or family crises. In order to better coordinate the gathering and sharing of information on these absences, as well as to better serve students who find they are facing these situations, the following procedure has been developed.

Temporary Illnesses

Students experiencing temporary illnesses (less than two weeks) are responsible for contacting their course instructors.

Medical Emergencies

Students experiencing medical emergencies which lead to extended absences (two weeks or longer) from the university should contact the **Office of Accessibility Resources**. The Office of Accessibility Resources will collect information from the student, document the reason for the absence, and contact that student's instructors. It is the responsibility of the student to provide documentation.

The information provided by the Office of Accessibility Resources does not mandate any action on behalf of the course instructor. The information provided by the Office of Accessibility Resources will allow the course instructor to know that the absence is valid. Students may still contact individual instructors, but instructors are encouraged to have students contact the Office of Accessibility Resources for these situations.

Students must follow up with their individual course instructors as soon as they are able to do so, in order to discuss their status in each individual class and clarify if successful course completion is possible, given the extended absence, or if other options should be considered.

Examples of when to contact the Office of Accessibility Resources:

- Medical emergencies, such as surgeries or major illnesses requiring hospitalization or extended absences from the university.

Examples of when NOT to contact the Office of Accessibility Resources:

- Regularly scheduled medical appointments, short-term illnesses not requiring medical treatment.

Family Crises and Emergencies

Students experiencing family crises and emergencies that are not related to a medical emergency involving the student, and which lead or may lead to extended absences (two weeks or longer) from the university, should contact the Office of Student Affairs. This office will collect information from the student, document the reason for the absence, and contact that student's instructors. It is the responsibility of the student to provide documentation.

The information provided by **Student Affairs** does not mandate any action on behalf of the course instructor. The information provided by Student Affairs will allow the course instructor to know that the absence is valid.

Students may still contact individual instructors, but instructors are encouraged to have students contact Student Affairs for these situations.

Examples of when to contact Student Affairs:

- Family emergencies or crises, such as family-related medical emergencies or a death in the family, when these will or may lead to extended absences (more than two weeks) from the university.

Examples of when NOT to contact Student Affairs:

- Family vacations or other non-emergency family-related events.