

Absence Report Policy  
2007 - 2008

1. Students will NOT be able to obtain an absence report without calling the Nurse or reporting your illness to the Nurse during the day or an RA/RD on call in the evening on the day that your illness or injury occurs. I will no longer accept emails for absence report requests. I will insist in certain cases that you be seen to obtain the absence report. I will also insist in certain cases that you go and talk it over with your professor. Each person and each case will be handled individually and your past record will be considered. **This means that you will only be given an absence report for the day that you were ill only NO ABSENCE REPORTS WILL BE GIVEN FOR ANY PREVIOUS DAYS THAT WERE MISSED. NO EXCEPTIONS WILL BE MADE.**

2. If the Nurse is out of the office - off campus then you will have the following options.

- See a physician at urgent care
- Speak directly with your professor
- See your family physician

3. When the Nurse is on campus but not in her office there will be a time on the white board when she will return so that you will know that you will be able to see her or contact her later in the day to be seen.

4. When you see a physician off campus you will need to obtain an excuse from that physician, dentist, etc. Notes will not be given for appointments off campus.

Resident students contact the Nurse by the following:

- Be seen in the Health Center
- Leave a voice mail with an expectation of a return phone call for verification of illness

Commuter students contact me by the following:

- Leave a voice mail with an expectation of a return phone call for verification of illness