

Absences from class, work, activities due to acute (non-chronic) illness or injury

Academic success at Randolph College is tied directly to class attendance and the active engagement of students within the classroom. Due to widely varying faculty course policies regarding attendance, students should make it a priority to know and understand these policies as well as those of Randolph College/Health Center. **The Health Center is the initial point of contact for absence and other supportive measures related to illness/injury, even when a student is treated off-campus.**

Students assessed and/or treated at the Randolph College Health Center:

- It is at the discretion of Health Center staff to recommend that a student refrain from attending class/work/activities (including athletics) due to illness or injury
- Instructions for students regarding their return to normal activities will be discussed at the initial appointment but could change depending on the severity/duration of symptoms or the possibility of transmission of illness to others
- A signed release of information form will be requested from the student so Health Center staff may contact a coach, employer, etc., as well as communicate with the Coordinator of Access Services (CAS) and/or the Associate Provost's Office who will then notify the student's faculty
 - The CAS or Associate Provost will notify faculty via email that Health Center staff has requested a supportive measure (absence, extension on assignments, etc.) for a student, beginning on the date of illness/injury and should also include a projected date of return to normal activities
 - The student will be copied on this email and will be responsible for contacting faculty within 24 hours to discuss making up missed classes, assignments, exams, etc.
 - A supportive measure request does not exempt students from tests, classwork, homework or other required assignments
 - Verbal permission (release of information) from the student to discuss their health information (with named campus offices/members) may be accepted by Health Center staff in some instances and will be documented in the student's medical record

Students assessed and/or treated OFF-CAMPUS:

Students who are seen by an off-campus provider should request documentation from that provider that includes diagnosis, treatment, and plan for follow-up and/or return to normal activities. Off-campus providers include, but are not limited to, urgent care centers, emergency departments, medical specialists (i.e.OrthoVa), and primary care practices. This documentation must be submitted as soon as possible to the Health Center by scanning and emailing it to rbryant@randolphcollege.edu or by bringing it in person during operating hours. The director will forward the documentation to the Coordinator of Access Services (CAS) or Associate Provost, if applicable, and request supportive measures for the student on behalf of the off-campus provider. Faculty, CAS, or the Associate Provost will not accept documentation without it having first been reviewed by Health Center staff.