

**Date:** January 20, 2017  
**To:** Rensselaer Faculty  
**From:** Leslie Lawrence, Medical Director  
**Re:** Medical Excuses from Class



The Rensselaer Student Health Center wants faculty to be aware of the Health Center's policy on medical excuses.

Students who miss class for medical reasons are encouraged by the SHC to notify their faculty on the day of their absence. If they choose to seek treatment at the SHC, they may request a medical excuse at that time from the attending doctor, but it may or may not be issued based on the policy below. In a situation where they do not see a doctor at the SHC but inform the faculty member of their absence, it is the purview of the faculty member to determine when or if a student will be excused from class and allowed to make up tests/exams, submit home assignments, or complete other in-class activities. Consistent with the tenets of CLASS, we encourage students to appropriately represent their situation to the faculty member and identify how they can fulfill their academic responsibilities, while working around their illness. These are conversations that students will need to have with their future supervisors, and we ask that you help them understand the nature of such responsibility by working with the students to find solutions to making up missed assignments and exams.

**Rensselaer Student Health Center- Policy on Medical Excuses**

In order to preserve medical appointments for students who are in true need of medical care, the Student Health Center limits the writing of medical excuses to specific conditions and will not issue excuses for past illness and injuries. Students who miss class for an illness are encouraged to contact their professors regarding class absence, missed work, and make up work, just as they would an employer.

**MEDICAL EXCUSES GIVEN:**

The Student Health Center will authorize official excuses (via the Student Experience Office) for illnesses that significantly impair daily functioning or require isolation, immediate testing or referral, hospitalization and surgery.

**MEDICAL EXCUSES NOT GIVEN:**

The Student Health Center will not give medical excuses for missing classes and/or tests for common minor illnesses or other illnesses that do not significantly impair daily functioning.

Please note that the SHC provides health education as well as medical and psychological treatment services. SHC medical services are available on weekdays and Saturdays with a high priority not to schedule a student for health care during a time which interferes with class attendance.