

**Buffalo State
WEIGEL HEALTH CENTER**

POLICY AND PROCEDURE

Policy # _____

AAAHC standard(s) _____

Subject: **Excuse Note for Missing Class or Work Policy**

Policy: Excuse Note Policy

Procedure:

1. Weigel Health Center does not provide excuse notes for missed classes or work for routine illnesses.
2. Students are encouraged to visit the health center when they do not have classes or work scheduled.
3. Students will have access to a Visit Summary (A summary of their appointment), following in person appointments for date of visit. Faculty/Supervisors can determine whether they will accept summary as a valid excuse for missing class/work.
4. The health center **will not** provide excuses for illnesses or injuries that occurred in the past, nor for illnesses or injuries that were not treated in our office.
5. As college students you are responsible for attending class/work and fulfilling obligations.
6. Students are encouraged to communicate directly with Faculty/Supervisors if they are too ill to attend class or work. Class attendance is an administrative matter between the student and the instructor.
7. Faculty/Supervisors are encouraged to take this policy into consideration when setting standards or requirements for class attendance.
8. In the event of three or more consecutive days of absence due to serious health issues, students are directed to contact the [Dean of Students](#) office and complete and [absence notification](#). As stated on the Dean of Students website: "This is for missed classes due to a medical situation, hospitalization, mental health crisis, dependent medical emergency, medical or legal appointments that cannot be changed, or death in their immediate family (dependents)." Official documentation must be provided to the Dean of Students Office.