

Medical Extended Absence Policy

The Medical Extended Absence Policy should be referenced when a student is unable to attend classes for an extended period (more than 2 consecutive days) and for reasons that are not an accommodation through the Student Accessibility Center. These reasons can include emergency hospitalization, scheduled or emergency surgeries, major injuries, recovery time due to surgery, etc. For absences related to a documented disability or ongoing medical condition, students should contact the Student Accessibility Center.

The policy does **not** address absences lasting less than 2 days or non-emergency illness or injuries (cold/flu, allergies, strep throat, minor falls/injuries, family member illness, etc.)

To notify the university of your medical extended absence, please follow the instructions below:

1. Submit [Medical Extended Absence Form](#) on Etrieve

By submitting this form, including any supporting documentation, the college official will be notified of your medical extended absence and will help coordinate support from on campus resources, including notifying faculty of your absence from classes. This communication does not excuse the student's absence or missed coursework. Even after submitting this form, the student should keep their faculty and the college official apprised of the situation through direct communication during the absence.

2. Discuss Options with Faculty

It is the student's responsibility to communicate directly with each faculty member to determine how to proceed with coursework, assignments, labs, and exams, and to do so within the parameters set by the faculty. It is also the student's responsibility to notify faculty and the Registrar's office if he/she plans to withdraw for the semester.

Please note that medical extended absences are not automatically considered excused absences. Only faculty have the authority to excuse students from their class(es) or coursework.

In some cases, students may be advised to medically withdraw from classes when considering their length of absence, specific course and program requirements, time of semester, individual faculty capacity, etc. Without specific accommodations in place, faculty are not required to alter their course modalities, allow a student to work remotely for in-person classes, provide deadline extensions, or excuse class/lab absences.

3. Contact Student Accessibility Center (SAC)

Students who are experiencing impacts from a temporary injury or condition may need access to services and resources on campus. SAC may provide temporary arrangements when it is feasible to support access while attending classes or navigating campus. Students with absences related to chronic or on-going medical conditions should contact the Student Accessibility Center to learn more about their options and to register to receive accommodations.

Contact the [Student Accessibility Center](#) if you expect your circumstances will impact any of the following:

- Ability to physically navigate campus
- Ability to access/navigate your classroom locations
- Ability to access/navigate your residence hall, campus room, bed or restroom
- Ability to write and/or type
- Ability to think clearly on timed assessments
- Ability to attend class due to intermittent symptom flares

In some cases, a student's need may exceed what the university can reasonably provide. Examples of these limitations may include:

- Room changes due to limited availability
- Adjustments to attendance policies
- Adjustments to course pace (deadlines, test dates, etc.)
- Conversion from in-person classes to remote attendance
- Transportation of students, personal belongings or class materials
- Access to medical equipment such as scooters and wheelchairs
- Personal assistance in rooms/restrooms
- Meal delivery

4. Plan for your Return to Campus

Students should update their faculty if they plan to return to classes earlier or later than originally intended. If students have a specific need that has not yet been resourced, the student should reach out to the Dean of Students or, if disability related, to the Student Accessibility Center.

Depending on the circumstances, students may also need to submit "return to campus" paperwork or a "mental health support & safety plan" for review prior to being approved to return to campus. Students will be notified via email if this requirement is applicable to their specific situation.

Ashland University Campus Resources

[Professional Academic Advising](#) provides resources to students that focus on their individual needs, with an emphasis on social, personal, and academic success.

[Tutoring Center](#) supports student success by providing comprehensive tutoring services across a variety of academic subjects, all at no cost to the student.

[Writing & Communication Center](#) can help you with any project that involves communication – written, visual, verbal, digital, or a combination of mediums.

[Student Accessibility Center](#) collaborates with eligible students to coordinate arrangements that ensure equitable access to education and university life.

[Registrar's Office](#) is your resource for registering for or withdrawing from courses, declaring majors and minors, advisor changes, academic calendars, academic catalogs and more.

If you need advice, guidance, psychological aid, or just a shoulder to lean on, we invite and encourage you to make an appointment with [Ashland University Psychological Counseling Services](#).

The AU campus ministers are here to support you in whatever circumstances you find yourself. Please feel free to share any [prayer requests](#). Our prayer team will pray over your request individually and collectively, while keeping all requests confidential.