

To: The University Senate

From: University Senate Educational Policy Committee

Subject: Proposal for a Medically Excused Absence Policy for Students (MEAPS) to be added to Purdue University Main Campus Academic Regulations

Reference: [1] <https://www.purdue.edu/advocacy/students/absences.html>
[2] <https://catalog.purdue.edu/content.php?catoid=13&navoid=15965#a-attendance>
[3] <https://catalog.gatech.edu/policies/student-absence-regulations/>

Disposition: University Senate for Discussion and Adoption

Rationale: University Senate Document 10-8 (established March 21, 2011) outlines how General Attendance Issues are to be handled by course instructors in the event of absences that are beyond the control of the student (such as illness, family emergencies, bereavement, etc.). The language in this document does not enforce any mandatory arrangements for students experiencing sudden and unexpected medical conditions or events, whether they be physical or mental in nature, and which result in the student missing class or other coursework. Examples of such language include: “Instructors are *expected* to establish and clearly communicate in the course syllabus attendance policies”, “this work [missed work] *may be made up at the discretion of the instructor*”, and “instructors are *encouraged* to accommodate the student” (italics added for emphasis on non-binding language). From anecdotal experiences and conversations with Purdue instructors, many instructors are accommodating and willing to work with students, but there remains a subset who do not adequately accommodate these burdened students nor provide opportunities for work to be made up for equal credit.

A survey carried out by the University & Academic Affairs committee of the Purdue Student Government in 2019-2020 found that out of 144 students surveyed across all Purdue University – West Lafayette colleges, 60 reported having experienced class absences as a result of medically related conditions/events (Of these 60 students, 48 completed the entirety of the survey and these are the results that are referenced here). 48% reported missing 1-3 days, 23% missed 4-6 days, and 29% missed over 7 days. 47% of these students reported that professors/instructors did not extend due dates for assignments or

projects, and 43% indicated that professors/instructors did not allow for make-up labs, exams, or other graded activities that required attendance. 71% of these students reported their grades being affected by their absence and 21% reported having to retake a class as a consequence of their medically induced absence(s). In addition to these findings, additional statistics and student testimonials are available upon request.

These survey results demonstrate the lapses in arrangement that may occur when instructors are given the ability to provide excused medical absences at their discretion. The current Academic Regulations governing Class Attendance (Reference 2) do not contain language specific to medical absences and the University does not officially recognize medical conditions or situations as “reasons to be granted an excused absence from class”. Adding language explicitly addressing medically excused absences is necessary to ensure arrangements are fairly distributed to those students who are eligible and in order to protect instructors from claims of favoritism or special treatment when granting excused absences.

With the Grief Absence Policy for Students (University Senate Document 10-6, established March 21, 2011), the Office of the Dean of Students reviews cases individually and is able to officially grant students excused absences according to procedures stated within that document, thereby removing the burden from instructors. Providing language specific to arrangements for medical absences would benefit both students and instructors in a manner similar to the Grief Absence Policy, in an effort to maintain uniformity in the granting of medically excused absences and the verification of their legitimacy.

Many universities, including Purdue, have procedures for providing students with the means to withdraw from classes in the event of medical hardship, but few universities feature a policy that protects students during short-term medical absences where a withdrawal may be unnecessary. Reference 3 (given above) provides the link for Georgia Tech’s policy regarding “Student Absence from Class Due to Illness or Personal Emergencies”, which is a stand-out example of an official university policy governing medically excused absences.

It is for the reasons provided above that the following proposal is presented for consideration by the University.

**Proposal:
(As Revised
for 21
February
2022)**

The University Senate calls for the addition of a “Medical Excused Absence” academic regulation. This should be added in the Classes regulation, in section “A. Attendance.” This proposal includes background material and implementation language, and then specific language to be added to the Academic Regulation.

Background: Purdue University recognizes that students may occasionally have to miss class and other academic obligations due to hospitalization, emergency department or urgent care visits, whether physical or mental health related in nature. This Senate Document intends to describe the change in academic regulations that students may follow in requesting a medically excused absence as well as what rights and responsibilities are placed on students, instructors, and the Office of the Dean of Students (ODOS). The guidelines put forth in this Senate Document are designed to protect student privacy and wellbeing while providing instructors and administration with the information necessary to decide what options exist for eligible students to make up missed coursework. An emphasis is placed on balancing student arrangements with academic integrity, and as such, required documentation is outlined below as well.

This regulation change is designed to provide students with minimum protections in cases of a severe medical absence. Students are encouraged to proactively reach out to instructors to see if an agreement can be reached regarding the student making up missed work. This addition to the academic regulations is designed to ensure students are protected during documented and severe illnesses/incidents, and additional leniency from instructors is encouraged.

The phrases “class absence” and “missed coursework” refer to any instance where a student is not present at the time of a scheduled activity, assignment, lab, evaluation, examination, or other relevant academic activity associated with the completion of a course for which the student is enrolled.

In all cases, students are urged to not attend classes while they are ill and/or contagious and to seek appropriate medical treatment. It is recommended that students communicate their absences with professors in a timely manner whenever possible.

Scope: This regulation applies to all full-time and part-time students currently enrolled at the Purdue University Main Campus in West Lafayette, Indiana.

This regulation is not intended to provide extended arrangements for chronic medical conditions. The intention of this policy is to afford arrangements to students experiencing serious and short-term medical situations which cause them to miss coursework and/or exams. Students experiencing a chronic condition or diagnosis may have their initial absences accommodated, but long-term periods of

absences will need to be addressed through students registering with the Disability Resource Center (DRC).

Student Expectations, Rights, and Responsibilities: Students who miss class or other coursework due to a hospitalization, or emergency department or urgent care visits and are requesting a Medical Excused Absence should note the following:

1. Students acknowledge that requesting a medically excused absence is a voluntary process and any documentation produced by the student and given to Purdue University administration is done so voluntarily and with the expectation of privacy and adherence to all legal and Purdue policy protections.
2. Students are responsible for providing documentation issued by a licensed medical provider to ODOS that, at a minimum, contains the following information:
 - a. The medical institution or facility where treatment occurred
 - b. Date(s) of the visit and any future visits or treatment (if known and applicable)
 - i. Duration of recommended recovery period also desired (if known and applicable)
 - ii. Indication that class absence was unavoidable or recommended by residing physician; if future absences are required (as part of subsequent treatment or recovery), indication that those are unavoidable or recommended is also desired
 - c. Documentation is to be provided within three instructional days of the medical incident.
3. In the event documentation is unavailable, ODOS staff may evaluate a student's eligibility for medically excused absences on a case-by-case basis.
4. Students are expected to work with instructors to establish an agreed upon timeline for completing missed work.

This language shall be included on the web-pages of the Office of the Dean of Students discussing course attendance policies:

<https://www.purdue.edu/advocacy/students/absences.html>

Office of the Dean of Students Expectations, Rights, and Responsibilities: When supporting students experiencing medically induced absences, ODOS is subject to the following guidance:

1. Collection, storage, and eventual disposal of student-submitted medical documentation must be handled in a secure manner that is compliant with all legal and Purdue policy protections, such that student privacy and confidentiality is prioritized.

2. Any student-submitted medical documentation will not be shared with instructional staff, faculty, or any entity outside of ODOS.
3. Upon examination of student-submitted medical documentation and any communication with the student, ODOS will serve as the sole authority responsible for indicating if the student's absences are eligible to be medically excused.
4. Should an absence be deemed medically excused, ODOS will communicate this decision with the appropriate instructors whose coursework coincided, or will coincide, with the student's absence(s). This communication will also indicate that instructors are compelled to work with students to enable them to make up missed coursework or find alternatives for equal credit, within a reasonable timeframe.
5. Should an absence be deemed medically excused, ODOS will advise instructors to not ask the student for any medical documentation or information.

This language shall be included on the web-pages of the Office of the Dean of Students discussing course attendance policies:

<https://www.purdue.edu/advocacy/students/absences.html>

Instructor Expectations, Rights, and Responsibilities: When supporting students experiencing medically excused absences, instructors are subject to the following guidance:

1. Instructors are expected to not ask students for any medical documentation or information. Should it be provided without a request, instructors are encouraged to return the documents or destroy them in a manner compliant with all legal and Purdue policy protections.
2. Should an instructor be notified by ODOS that a student in their course has experienced, or will experience, a medically excused absence, instructors are expected to work with the student to enable them to make up missed coursework or find alternatives for equal credit, within a reasonable timeframe and without penalty.
3. Instructors are expected to work with students to create a reasonable timeline and time limit for making up missed work.
4. Instructors are advised to direct any questions or concerns relating to the medically excused absence to ODOS and not the student.

This language will be included in the Syllabus Letter to instructors as send by the Office of the Provost prior to a term.

Exception: This Senate Document recognizes that certain programs at Purdue University are regulated by governmental or regulatory agencies who impose strict guidelines for student attendance. In the

event a student’s medically excused absence exceeds the number of allowed absences as dictated by the governing agency, this change in regulations cannot guarantee the student will be able to make up missed work or continue to adhere to the program’s attendance requirements.

Closing Remarks: Students experiencing serious medically induced absences should notify their instructors and the Office of the Dean of Students concurrently. If ODOS is given proper documentation or verifiability of an absence, instructors will excuse students from class and provide them the opportunity to earn equivalent credit (including through a grade of Incomplete) and demonstrate evidence of meeting the learning outcomes for missed assignments or assessments. If the student is not satisfied with the implementation of this policy by an instructor, they are encouraged to contact the Department Head and/or the Office of the Dean of Students for further review of their case. In a situation where grades are negatively affected, the student may follow the established grade appeals process.

Clarification to Academic Regulations on Attendance: To ensure clarity and consistency between the Medically Excused Policy for Students and other forms of approved absences (viz. Grief/Bereavement, Military Service, Jury Duty, Parenting Leave), the Senate proposes striking the words ‘of trying’ and ‘when possible’ from the statement “Procedures and remedies for granting these absences for is specified in the sections below. The student bears the responsibility of informing the instructor in a timely fashion, if possible. The instructor bears the responsibility of ~~trying~~ to accommodate the student either by excusing the student or allowing the student to make up work, ~~when possible.~~”

The policy would become effective with summer sessions 2022. Instructors are encouraged to individually adopt the policy, if possible, also during Spring 2022.

Changes to Academic Regulations language [2]:

Existing Language	New Language
<p>A. Attendance</p> <p>The resources of Purdue University are provided for the intellectual development of its students. Courses with defined schedules are provided to facilitate an orderly and predictable environment for learning, as well as to provide assurance</p>	<p>A. Attendance</p> <p>The resources of Purdue University are provided for the intellectual development of its students. Courses with defined schedules are provided to facilitate an orderly and predictable environment for learning, as well as to provide assurance</p>

of a registered student's right to access the course. Scheduled courses allow students to avoid conflicts and reflect the University's expectation that students should be present for every meeting of a class/laboratory for which they are registered. Faculty are responsible for organizing and delivering a course of instruction and for certifying student accomplishment on the basis of performance. Coursework is defined as the assessment(s) used by the instructor to determine the student's grade, as outlined in the course syllabus.

The University recognizes that the learning mission can be enhanced significantly by co-curricular experiences. Students participating in University-sponsored activities should be permitted to make up class work missed as a result of this participation. Ultimately students are responsible for all required coursework and bear full responsibility for any academic consequences that may result due to absence.

Additionally, the University recognizes that in some circumstances, absence from class is unavoidable or is necessary to fulfill a required obligation. As such, the University has established the following as reasons to be granted an excused absence from class:

- Grief/Bereavement
- Military Service
- Jury Duty
- Parenting Leave

Procedures and remedies for granting these absences for is specified in the sections below. The student bears the responsibility of informing the instructor in a timely fashion, if possible. The instructor bears the responsibility of trying to accommodate the student either

of a registered student's right to access the course. Scheduled courses allow students to avoid conflicts and reflect the University's expectation that students should be present for every meeting of a class/laboratory for which they are registered. Faculty are responsible for organizing and delivering a course of instruction and for certifying student accomplishment on the basis of performance. Coursework is defined as the assessment(s) used by the instructor to determine the student's grade, as outlined in the course syllabus.

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Additionally, the University recognizes that in some circumstances, absence from class is unavoidable or is necessary to fulfill a required obligation. As such, the University has established the following as reasons to be granted an excused absence from class:

- Grief/Bereavement
- Military Service
- Jury Duty
- Parenting Leave
- Medical Excuse

Procedures and remedies for granting these absences for is specified in the sections below. The student bears the responsibility of informing the instructor in a timely fashion, if possible. The instructor bears the responsibility to accommodate the student either by

by excusing the student or allowing the student to make up work, when possible.

1. General Attendance Issues

2. Conflicts with Religious Observances

3. University Excused Absences

The University Senate recognizes the following as types of absences that must be excused:

- Absences related to those covered under the Grief Absence Policy for Students (GAPS)
- Absences related to those covered under the Military Absence Policy for Students (MAPS)
- Absences related to those covered under Jury Duty Policy for Students
- Absences related to those covered under the Parenting Leave Policy for Students

These policies apply to all students currently enrolled on the Purdue University West Lafayette campus and State-Wide Purdue University locations.

4. Grief Absence Policy for Students (GAPS)

5. Military Absence Policy for Students (MAPS)

6. Jury Duty Absence Policy For Students

7. Parenting Leave Policy for Students

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excusing the student or allowing the student to make up work.

1. General Attendance Issues

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- Absences related to those covered under the Parenting Leave Policy for Students
- Absences related to those covered under the Medical Excused Absence Policy for Students (MEAPS)

These policies apply to all students currently enrolled on the Purdue University West Lafayette campus and State-Wide Purdue University locations.

4. Grief Absence Policy for Students (GAPS)

5. Military Absence Policy for Students (MAPS)

6. Jury Duty Absence Policy For Students

7. Parenting Leave Policy for Students

8. Medically Excused Absence Policy for Students (MEAPS)

Students will be excused, and no penalty will be applied to a student's absence for

situations involving hospitalization, emergency department or urgent care visit and be given the opportunity to make up coursework as defined in the course syllabus.

Students experiencing hospitalization, emergency department or urgent care visits can provide documentation to ODOS who will then assess the student's request for a Medical Excused Absence, and issue notification of the start and end of the absence to the student's instructors. The student should then follow up with the instructor to seek arrangements as per the policy.

Students are eligible for up to fifteen (15) days for medically-excused absences per academic year with no more than ten (10) academic calendar (during the fall and spring semester) days taken consecutively, for the Medical Excused Absence Policy. Total absences, including travel, may not exceed 1/3 of the course meetings for any course.

A student can contact the Office of the Dean of Students (ODOS) to request that a notice of the leave be sent to instructors when a situation involving hospitalization, emergency department or urgent care visit emerges. The student can then provide documentation of hospitalization, emergency department or urgent care visit as proof of legitimate absence to the ODOS as soon as these documents are available. When documentation is presented to the Office of the Dean of Students, a verified absence notification will be sent to the student's instructors.

With a verified absence notification from the ODOS, no penalty will be applied to a student's absence for reasons of hospitalization, emergency department or urgent care visit and the student will be

given the opportunity to make up course work as defined in the course syllabus.

Unique or variant exceptions should be dealt with in a negotiated manner between the student and professor, which may include involving the Department Head, Dean of the school or college, or ODOS, to review and consult on his or her situation.

In certain laboratory-based or intensive short-term courses, a student can jeopardize his/her academic status with an unreasonable number of absences, particularly in lab courses that cannot be made up later. In courses with extensive laboratory exercises, group projects, group performances, or participation requirements, equivalent exercises or assessments may not be possible as determined by the instructor and subject to review by the Dean of the school or college offering the course, or their designee. In such a case the student may be eligible for retroactive withdrawal. The student should always consult with the instructor to determine the potential impact of any absence.

Students with long-term or chronic medical needs are strongly encouraged to work with the Disability Resource Center to arrange for needed accommodations.

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Committee Votes:

For:

Faculty

Thomas Siegmund
Alice Pawley
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Against:

N/A

Abstained:

N/A

Absent:

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Todor Cooklev
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Students

Elli DiDonna

Ex-Officio

Present, but non-voting members:

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