For the past few years, the University Health Center has not issued "excuse notes" and students were allowed to self-document, but this was inconsistently implemented across campus and many instructors did not want to accept self-documentations for events that were a significant portions of the grade. This new policy will be easier to implement and have fewer conflicts caused by students indicating they did not know how to handle an absence. In this new policy, "the procedures and documentation a student is required to provide to the class instructor for the purpose of obtaining an excused absence differ" and can be divided into two categories as described below. The policy is summarized here. The first classification is for short term or individual course absences and the second is for more significant situations.

1) When there is a "medically necessitated absence from a single lecture, recitation, or lab, students may submit a self-signed note to their instructor a minimum of once per course per semester." The self-documentation should be accepted for one missed event as long as the absence is not prolonged and is not a Major Scheduled Grading Event (as defined below).

Any student who needs to be excused for an absence from a single lecture, recitation, or lab due to a medically necessitated absence shall:

a) Make a reasonable attempt to inform the instructor of his/her illness prior to the class.

b) Upon returning to the class, present their instructor with a self-signed note attesting to the date of their illness. Each note must contain an acknowledgment by the student that the information provided is true and correct. Providing false information to University officials is prohibited under Part 9(h) of the Code of Student Conduct (V-1.00(B) University of Maryland Code of Student Conduct) and may result in disciplinary action.

c) This self-documentation may not be used for the Major Scheduled Grading Events as defined below and it may only be used for only 1 class meeting during the semester.

2) When there is a “prolonged absence from classes and/or absence from a Major Scheduled Grading Event,” the process is different.

Any student who needs to be excused for a prolonged absence (2 or more consecutive class meetings) or for a Major Scheduled Grading Event (i.e., an Exam), the student must provide written documentation of the illness from the Health Center or from an outside health care provider. This documentation must verify dates of treatment and indicate the timeframe that the student was unable to meet academic responsibilities. No diagnostic information shall be given. The Major Scheduled Grading Events for this course include:

a) Exam #1 – Thurs October 13, 5:30-7pm
b) Exam #2 – Tues November 22, 5:30-7pm
c) Final Exam