
Verification of Visit Policy (formerly Excuse Note Policy)

Policy: Student Health Services staff will not provide Excuse/Sick Notes to excuse students from classes, activities, etc. Students may be provided with a verification form for the following reasons:

- A Verification of visit or contact with Student Health Services. If a professor or department requires that a student provide a note because of an absence, the Student Health Service will provide a Verification of Visit/Contact Form. This form will document that the student was seen for care at or received medical advice from Student Health Services.
- Verification of extended illness, injury or medical condition in cases where a student
 1. has been hospitalized overnight,
 2. has received outpatient surgery, or
 3. will be (or has been) out of class for more than a one week period.
- A Note to Return to Work when it is required due to public health or safety issues such as employment in the Child Development Labs or Dining Services. (Examples include G.I. illness or diarrhea.)

Rationale: This policy is congruent with those on campuses nationwide that recognize the adult relationship between college students and their instructors. Attendance/participation policies related to specific courses should be outlined in class syllabi and communicated to students by instructors. Sickness and injury are only two of many reasons that a student may not attend a class. Ultimately, attending classes is the responsibility of a student. Since Student Health Services (SHS) has no official authority to excuse students from class attendance, SHS will not provide “excuse notes” or “sick notes” for students except in extenuating circumstances or Public Health and Safety situations in order to provide information upon which instructors may base their decisions. The final decision remains with the instructor.

Procedure:

- To request a **Verification of Visit/Contact Form**, a student should report to the SHS Medical Records area. If the student was treated outside of UConn SHS they must obtain a note from the institution of record as SHS will not issue a note for an outside provider.
- To request a **Verification of Extended Illness, Injury or Medical Condition** for one of the three reasons identified above, a student should report to the SHS Scheduling area or request the note from the clinician who originally provided care.
- To request a **Note to Return to Work**, a student must consult with a SHS clinician and may require an appointment.

Note: In extenuating circumstances outside of the above parameters, the clinician should consult his or her supervisor.

8/30/10; rev. 4/2/14, 9/1/15

Student Health Services

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*Accredited by the Accreditation Association
for Ambulatory Health Care (AAAHC)*

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Association of Counseling Services (IACS)*