Policy:	**Letters for Medical Excuses and Accommodations**	
History:	Date of original: 3/2025	Date of revision:
Approval:	Director, Counseling and Psychological Services	Director, Medical Services

PURPOSE:

To define the parameters for a medical excuse and/or an accommodation letter from The Student Health and Counseling Center (SHCC) providers and to describe the "Medical Excuse" template within the electronic medical record (EMR), including when to issue it and what information to release.

POLICY:

The Student Health and Counseling Center (SHCC) provides documentation for students who have received care or who are under ongoing treatment in two primary forms:

- Medical excuses
- Accommodation letters

Below are guidelines regarding both types of documentation.

Medical Excuses

Students may require documented proof of medical care or ongoing treatment, which can be generated using the medical excuse template in the Electronic Medical Record (EMR). The document should be printed for the student to distribute to instructors, employers, or other relevant parties. This documentation will only confirm that care has been provided at the Student Health and Counseling Center (SHCC). If more detailed information, including specific details about treatment or diagnosis, is needed, the patient must provide written consent for the release of such information.

A copy of any note provided to instructors, employers, or others must be incorporated into the patient's medical record for future reference. Blank prescriptions should not be used in this context. Retroactive excuses for absences from classes or work will not be granted unless the patient is under the active care of an SHCC provider for the specified period in question.

Accommodation Letters

SHCC medical and counseling clinicians do not evaluate for or grant medical withdrawals, disability claims, immigration recommendations, or fitness-for-duty evaluations. However, letters for academic accommodation consideration may be

provided in some instances and only if a treatment relationship has been established with and SHCC medical provider or counseling clinician.

In the case of counseling, approval from the Counseling and Psychological Services (CAPS) Director or designee is also required. A letter will not be provided to students who have not received prior services at SHCC.

If a letter is issued, it will be given directly to the student, who is responsible for delivering it to the concerned party. **Letter requests must be submitted at least five (5) business days before the letter is needed.** Letters must be on SHCC letterhead, dated, and signed by a licensed provider**.**

In lieu of a letter, students who have received services at SHCC may request a verification of service dates by completing a records request form. If a clinician is unable to provide a letter of accommodation, the student may submit a verification of service dates at their discretion.

Please note that medical and counseling providers do not write letters of accommodation for service or emotional support animals.