



UNIVERSITY OF  
BRIDGEPORT

# POLICY AND PROCEDURE

Title:	Excused Absences
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## POLICY STATEMENT:

The Student Health Services medical staff will provide a medical excused absence if the student was absent from class for three or more days and was treated at Health Services; or for a hospitalization. Student Health Services medical staff will not write excused absence notes for illnesses or problems for which they did not provide care. If a student received care for an illness or injury from a private physician, local emergency room or clinic in the community, they must request an excused absence note from that medical provider rather than from Student Health Services.

## PROCEDURE DETAILS:

Students are responsible for contacting their faculty when they are absent from class. In the case of illness or hospitalization, students are also responsible for seeking medical care, whether at Health Services or through a private provider. Students must provide faculty with proper documentation that aligns with their syllabus policy.

## PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☒ UNIVERSITY CATALOG

☒ STUDENT HANDBOOK

☐ FACULTY HANDBOOK

☐ STAFF HANDBOOK

## DEFINITIONS:

NA

## EXCLUSIONS:

NA

## OFFICES DIRECTLY AFFECTED BY THE POLICY:

Academic Affairs, Student Health Services

## HISTORY:

Revised April 2025

EFFECTIVE DATE:	Unknown
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<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Academic Affairs
<b>REVIEW DATE:</b>	April 2025

**APPENDIX:**

NA