
UNIVERSITY OF CALIFORNIA, SANTA CRUZ

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Policy Regarding Medical Excuses for Class Absences (Effective Fall 2007)

In Fall 2007, the Academic Senate and the Committee on Education Policy at UCSC approved a new policy regarding absences from class: **a note for verification of illness would no longer be required for missed classes.** (Prior to Fall 2007, many instructors had stringent attendance policies which had the unintended consequence of students flooding the Student Health Center for medical care, not because *they needed care*, but because *they needed a note* for an absence.) As a result the UCSC Student Health Center, along with many college health centers nation-wide, no longer routinely provide verification of illness forms to students requesting a medical excuse.

The decision to miss class due to illness is up to the student based on the seriousness of their condition. Instructors will provide you with contact information to let them know if you are too ill to attend class. Separating this process from a required note, permits truly ill students to access care more quickly and encourages students who are able to care for themselves for a minor illness not to seek medical care unnecessarily.

In the rare circumstance where a serious illness or injury would cause you to have a prolonged absence (a week or longer), your clinician off campus or at the Student Health Center may provide this information to your professors at your request. The first step is still for you to communicate with your instructors. If further verification is needed, you will need to sign a Medical Records Release form for us to share your personal medical information with the academic staff. You may do this in-person at the Student Health Center or download the Medical Records Release Form from the Student Health Center website healthcenter.ucsc.edu.

To complete the Authorization for Release of Health Information:

- Top left box: authorizes your doctor to release information to
- Top right box: your professor(s), academic advisor, etc. with phone or fax number, email or campus address.
- Patient name (you), Student ID number and phone number.
- Specify type of information and dates of treatment
- Reason for release
- Sign and date the bottom.
- You may fax, mail or drop off form to Medical Records Department.

This process may take 7-10 days to complete. If there is some urgency, please discuss with your clinician or the Triage Nurse.

To avoid missing classes please schedule routine appointments for future dates. If you are ill or injured, please see one of our reception staff about making a same-day appointment. To make an appointment, call the Appointment Line at (831) 459-2500.