

Hampton University Student Health Center

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Excuse Notice Policy

Hampton University's Student Health Center reinforces the University's Class Absence Policy as stated on page 34 of the Student Handbook. If you have any questions regarding your absence, please inform your provider during your visit.

Hampton University Health Center Excuse Policy:

1. As a general rule, students will be responsible for resolving class absences directly with the instructor. It will be the instructor's responsibility to excuse or not excuse an absence as he or she so judges in accordance with the explanation rendered by the student.
2. Any student who is ill should notify his or her instructors that he or she will not be attending classes because of illness.
3. It is the responsibility of a student planning a prearranged absence for personal or school purposes to notify his or her instructors at least 24 hours prior to the absence. Absences for school purposes may be verified by the staff or faculty member directly involved with the activity.
4. A student having to be absent because of death or serious illness or for an extended period should inform the Office of Judicial Affairs. That office will, in turn, notify the student's instructors that they received notice of the absence.

Additional Health Center Information:

1. In order to obtain a medical excuse letter (to endorse illness) from Hampton University's Health Center, the *student must be seen/complete an in-person appointment with a healthcare provider on the same day that they are experiencing illness and missing class(es).*
2. Additionally, *medical excuse letters provided from the Health Center are not retroactive, meaning the excuse letters do not excuse the student from missed classes prior to that day's appointment.*
3. **On the exact day the student is experiencing illness and missing class(es), please call the Health Center to schedule an appointment or schedule an appointment online.** This is to secure a "same-day appointment" (not guaranteed) on the same day that the student begins to feel ill and thus, miss class(es).