

Date: November 27, 2023
To: All Law Students
From: Dean Johanna Bond
Re: *Excused Absences From Exams For Medical Reasons*

This law school's academic rules and regulations permit the dean or his designate to excuse students from scheduled examinations for medical reasons. We do not excuse any student from an exam unless the student, in our judgment, is physically incapacitated *on the day of a scheduled examination* and can subsequently provide a physician's statement attesting to the student's incapacity *on the day of the scheduled exam*.

In rare cases, students have been excused in advance from scheduled examinations for medical reasons. Advance permission to be absent has been granted only when a physician has attested that a student's physical incapacity will likely prevent attendance at a scheduled test.

I have set forth below those administrative procedures governing the process by which students may be permitted to be absent from a scheduled examination.

ADVANCE APPROVAL TO BE EXCUSED FROM EXAMS

A student who seeks advance approval to be absent from a scheduled examination for medical reasons must contact Associate Dean Louis Thompson, must identify the reasons for seeking authorization to be excused, and must provide the name and mailing address of the attending physician. The student will then be required to sign a waiver for release of medical information which will accompany a letter from Associate Dean Thompson requesting the physician's diagnosis of the student's incapacity.

No advance authorization to be absent from an examination will be granted until the student's physician responds IN WRITING to the law school's inquiry.

After reviewing the medical information supplied by the physician, Associate Dean Thompson will grant or deny permission for the student to be excused from the examination.

APPROVAL TO BE EXCUSED ON THE DAY OF AN EXAMINATION

A student who wishes for medical reasons to be excused from an examination on the day it is given must contact Associate Dean Louis Thompson in person or by telephone, must identify the reasons for seeking authorization to be excused, and must provide the name and

mailing address of the physician caring for the student. If a request to be excused is made in person, the student must sign a waiver for release of medical information which will accompany a letter from Associate Dean Thompson requesting the physician's diagnosis and a statement of the student's incapacity. In other instances, the waiver will be mailed to the student.

Provisional authorization to be absent from the examination will be granted pending receipt of the physician's written response to the law school's inquiry.

After reviewing the medical information supplied by the physician, Associate Dean Thompson will or will not grant final permission for the student to have been absent from the examination. If the physician's statements do not attest that the student was in fact physically incapacitated on the day of the exam, then a grade of F will be assigned for the course in which the exam was missed.

Unless other arrangements are made with the consent of the Dean of Students and the professor teaching the course, exams missed with an excuse shall be made up the next time the course is given, without regard to whether the course is being offered by the same professor.