



**NORTHWESTERN
HEALTH SCIENCES
UNIVERSITY**

University Catalog Addendum

2022 Winter Trimester

March 28, 2022

The following programs offered by Northwestern Health Sciences University are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

- (1) Master of Acupuncture and (2) Doctor of Acupuncture with a Chinese herbal medicine specialization, including a Doctor of Acupuncture with a Chinese herbal medicine specialization degree completion track.

Accreditation status and notes may be viewed on the [ACAHM Directory](#).

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture practitioners. ACAHM does not accredit any programs at the undergraduate/bachelor level. ACAHM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; www.acahm.org

Curriculum Overview

Master of Health Science in Integrative Care

The Master Health Sciences (MHS) in Integrated Care is designed for health care professionals looking to expand their horizons and perspectives in healthcare. These individuals may have their roots in mainstream medicine or in Complementary and Integrative Healthcare. The program emphasizes integrative and interprofessional activities that apply the principles of integrative care to reimagine health and the delivery of health care. Some may do so through the lens of direct patient care. Others will work with administrators, business owners, educators and policy makers. Every student will learn elements related to these points of view, enriching their own sphere of influence. Students in this program will access learning virtually and asynchronously with a wide variety of other health care professionals. They will have the opportunity to learn from instructors from across the country as well as from one another, gaining critical thinking skills and a curriculum rooted in collaborative care, interprofessional education, whole person care, and cultural sensitivity. This program positions learners to bring innovation and change to healthcare, whether they are practitioners or administrators. All graduates of the MHS in Integrative Care degree program will be prepared for the wide range of clinical and administrative duties required in the clinical setting. Our goal is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Course Requirements

Course Name

COLLABORATIVE LEADERSHIP FOR INTEGRATIVE HEALTHCARE

Course ID	Credits
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INCR 6002	3
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Course Description

Successful Integrative Healthcare teams depend on patient-centered communication and collaborative leadership. Learners in this course learn how collaborative healthcare teams are created and sustained in a diverse integrative setting. They will understand the importance of this style of leadership, barriers and challenges they may face and how to overcome them. They will explore the skillsets needed to be an effective collaborative leader in Integrative Healthcare in various settings.

Course Name

PUBLIC HEALTH & DETERMINANTS OF HEALTH IN INTEGRATIVE CARE

Course ID	Credits
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INCR 6003	3
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Course Description

Integrative health care providers share an ethical and professional responsibility to partner with the public health system to improve health and wellbeing in their communities and reduce health disparities. This course creates a bridge between foundational public health concepts and the ways in which integrative healthcare can contribute to population-based public health strategies.

Course Name

BUSINESS PRACTICE MANAGEMENT FOR INTEGRATIVE HEALTH PROFESSIONALS

Course ID Credits

INCR 6004 3

Course Description

Success in Integrative Healthcare requires business competence and leadership skills. This course will focus on sound business strategies and practices that drive the development, management, and implementation of Integrative Healthcare. Practical programs and processes support providers and the entire team in delivering patient and family-centered care while ensuring both patient outcomes and financial sustainability.

Course Name

MHS - INTEGRATIVE CARE CAPSTONE

Course ID Credits

INCR 6200 3

Course Description

This course is the culmination of the Master of Health Science Integrative Care program. Learners will complete a Capstone project that will apply competencies and portfolio projects completed from previous courses and demonstrate the ability to synthesize learning into application to guide professional practice. The capstone will culminate in a written proposal describing an initiative that could be implemented by the learner, which will be presented to program stakeholders. The proposal may focus on a project conducted within a clinical setting, a community, or in conjunction with existing public health initiatives.

Course Name

BIOLOGY AND THE MIND

Course ID Credits

INCR 6101 3

Course Description

In this course learners will study the interconnectedness of physical and psychological health, the essence of mind-body medicine. The relational structure and function of the central nervous system lays the foundation for a more in-depth examination of how a person's mental and emotional health is reflected in and affected by the physical body (soma). Learners will come away with a better understanding of how they are somatically aware, in addition to being able to explain to others the implications of what it means to be somatically aware for themselves.

Course Name

INTEGRATIVE PSYCHOLOGY

Course ID Credits

INCR 6102 3

Course Description

In this course learners will examine the basic principles of psychology from the beginning of our modern understanding to current day knowledge. Learners will be able to recognize the presentation of some of the most common mental health conditions encountered in personal and clinical environments. This knowledge will allow learners to stay within their scope of practice and make appropriate referral decisions to the proper mental health practitioners. Learners will better understand current treatment options as well as common medications used to treat mental health disorders.

Course Name

CULTURAL AND SOCIAL PSYCHOLOGY

Course ID	Credits
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INCR 6103	3
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Course Description

In this course participants will study the role and impact culture, spiritual practices, and socioeconomic aspects have on health. Integrative health care considers a multi-dimensional approach to healing. The learner will examine how an individual's personal and family culture, healing-traditions, and socioeconomic status contribute to the state of their health, well-being or illness. Participants will consider the intersection of each dimension when working with other professional disciplines in the planning and deliver of care.

Course Name

TRAUMA AND ADDICTION

Course ID	Credits
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INCR 6104	3
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Course Description

The influence of psychological trauma, along with other psychological and social elements on health is significant. Indeed, the combination of these elements typically contribute either to healing or can further advance disease processes. In this course participants will learn, understand, and recognize how unresolved psychological trauma and addiction affects health and healing. Additional information about both positive and negative coping mechanisms, resilience and post-traumatic growth, and self-care will be presented and examined.

Course Name

HEALTH & WELLNESS LITERACY

Course ID	Credits
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INCR 6114	3
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Course Description

In this course learners will discuss the importance of staying up to date on current health and wellness trends. They will learn to critically analyze and apply research to inform recommendations about health and wellness. Learners will learn to apply best practices for communicating health-related information with the lay public.

Course Name

A HEALTH COACHING APPROACH TO COMMUNITY HEALTH AND WELLNESS

Course ID	Credits
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INCR 6115	3
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Course Description

This course explores how the principles of health coaching can benefit the health and wellness of families, communities, teams, organizations, and schools. Using an asset-based approach, learners will learn to define and leverage existing community resources, expand professional networks, and develop deep listening skills to inspire change at a grassroots community level.

Graduation Requirements

The Master of Health Science in Integrative Care Degree is granted to those candidates who have:

1. Completed the required 36-credit curriculum, including the Capstone project;
2. Earned a cumulative grade point average (GPA) of 2.0 or better;
3. Fulfill all financial obligations to the University;
4. Current First Aid and CPR certification.

Graduation Rate

Please refer to our website for the most recent [graduation rate statistics](#).

The College of Health and Wellness makes no guarantee of employment for students upon completion of the program.

FINANCIAL POLICIES

Northwestern Health Sciences University is a private, non-profit institution that derives its financial resources from alumni gifts, private foundation grants, clinic fees, student tuition and the benevolence of the University's alumni and friends.

All tuition and fees are due and payable by the last day of the first month of the term. If tuition has not been paid or arrangements for payment have not been made with the Accounting Office by this date, a financial hold will be placed on the student's account, a late fee may be assessed and registration for that trimester may be canceled. All university tuition and fees are listed in US dollars and must be paid in US dollars. Payments received for students from International Lenders will be accepted in international funds and the foreign exchange rate on the date of deposit will be applied to the student's account.

Tuition and fees are subject to change at any time. Generally, costs will be adjusted once a year to be in effect for fall, winter and summer terms of the entire academic year. New tuition and fee rates are announced in the summer prior to the beginning of the upcoming academic year.

To find out current tuition and fees for all programs at NWHSU, go to <https://www.nwhealth.edu> or contact Student Billing at (952) 491-9375.

ACADEMIC POLICIES

ACADEMIC STANDARDS POLICY

REVISION/EFFECTIVE DATES

October 2020/September 2022

Purpose

The purpose of Academic Standards is to create, maintain, and promote academic excellence and set expectations toward student achievement of educational goals and objectives. Students may be placed on either Academic Warning, Academic Probation, Academic Suspension, and/or Academic Dismissal.

Scope

Applies to all students enrolled at the University.

Definitions

Term of academic difficulty: Students are considered to have a term of academic difficulty when they have been placed on academic warning, probation, or suspension.

Dismissal: Dismissal is a university-initiated separation of a student from the university and is noted on the student's transcript.

Academic Suspension: A student on academic suspension may not register or take courses in their NWHSU program but remains enrolled in the program and the university. A student may be reinstated from suspension after agreed upon conditions have been met. Appeals of suspension are not permitted.

Program-Specific Requirements: Program-specific requirements refer to academic standing requirements that deviate from the university policy.

Re-Admission: Readmission is the process by which a student may reapply for admission to the university after at least one year of absence.

University Academic Standards Committee(UASC): The University Academic Standards Committee consists of one faculty representative from each college, and preferably from each program if the faculty capacity can support the assignment, the Dean of Students, the Registrar, and the Academic Advisor. This Committee supports decision-making on students' enrollment in the university.

Program Academic Standards Committee (PASC): The Program Academic Standards Committee consists of faculty and/or program leadership, depending on faculty capacity. This committee supports decision-making on students' performance in the program.

Academic Warning Policy

Academic warning is indicative of substandard achievement. A student is placed on academic warning when one of the following occurs.

- Program Specific Requirements
 - Acupuncture and Chinese Medicine Programs:
 - The first time:
 - The student fails one or more courses in a term; or
 - The student's cumulative GPA falls below 2.0.
 - Radiation Therapy, Radiologic Technology, Medical Laboratory Technology, and Medical Laboratory Science Programs:

- See Academic Probation – there is no warning status for these programs.
- Chiropractic Program:
 - The first time:
 - The student fails one or more courses in a term; or
 - The student's cumulative GPA falls below 2.0.
- Massage Therapy Programs:
 - The first time
 - The student fails one or more courses in a term; or
 - The student's cumulative GPA falls below 2.0; or
 - The student fails to successfully complete at least 67% of the courses attempted (completion rate).
- Functional and Integrative Nutrition Program:
 - The first time:
 - The student fails one or more courses in a term; or
 - The student's cumulative GPA falls below 2.0.
- Integrative Care Program:
 - The first time:
 - The student fails one or more courses in a term; or
 - The student's cumulative GPA falls below 2.0.
- Bachelor Completion in Human Biology and Medical Assisting Programs:
 - The first time:
 - The student's cumulative GPA falls below 2.0; or
 - The student fails to successfully complete at least 67% of the courses attempted (completion rate).

The student will remain on academic warning for no more than two consecutive terms unless permitted by an approved Corrective Learning Plan.

Academic Warning Procedure

Placement on academic warning status is determined by the Registrar's Office at the end of each term. Notification is sent via university email.

Students on academic warning:

- Must meet with the program's Academic Advisor to determine a course schedule. The Academic Advisor must approve the student's final schedule to complete the registration process.
- Must meet regularly with a faculty mentor to discuss progress on the student's Corrective Learning Plan. A faculty mentor will be assigned at the beginning of the trimester if one has not already been assigned to the student.
- Must prepare a Corrective Learning Plan to be shared with faculty mentor and should include:
 - A brief description of the circumstances of their poor academic performance.
 - Steps the student plans to take to be successful in the future.
- Plans may include a reduce course load in the following term. The student must retake failed courses and is not permitted to enroll in any course(s) for which the failed course is a designated prerequisite. If the required course is not offered the next term, the student must complete the course during the next offering .

The Registrar will review the student's academic standing at the end of the term to determine whether the student has cleared academic warning status.

Academic Probation Policy

A student is placed on academic probation when one of the following occurs:

- Acupuncture and Chinese Medicine Programs:
 - The student fails one or more courses in a term; or
 - The student's cumulative GPA falls below 2.0.
- Radiation Therapy, Radiologic Technology, Medical Laboratory Technology, and Medical Laboratory Science Programs
 - The student fails one or more courses in a term; or
 - The student's cumulative GPA falls below 2.0; or
 - The student fails to successfully complete at least 67% of the courses attempted (completion rate).
- Chiropractic Program:
 - The student fails to obtain a term GPA of 2.0 or higher in the next term of enrollment while on academic warning; or
 - The student fails to obtain a cumulative GPA of 2.0 or higher after the next term of enrollment while on academic warning, unless eligible for continued academic warning due to circumstances described above; or
 - The student fails at least one required course during a term while on academic warning; or
 - The student fails the same course for a second time.
- Massage Therapy Programs:
 - The student fails to obtain a term GPA of 2.0 or higher in the next term of enrollment while on academic warning; or
 - The student fails to obtain a cumulative GPA of 2.0 or higher after the next term of enrollment while on academic warning, unless eligible for continued academic warning due to circumstances described above; or
 - The student fails at least one required course during a term while on academic warning; or
 - The student fails the same course for a second time; or
 - The student fails to successfully complete at least 67% of the courses attempted (completion rate).
- Functional and Integrative Nutrition Program:
 - The student fails to obtain a term GPA of 2.0 or higher in the next term of enrollment while on academic warning; or
 - The student fails to obtain a cumulative GPA of 2.0 or higher after the next term of enrollment while on academic warning, unless eligible for continued academic warning due to circumstances described above; or
 - The student fails at least one required course during a term while on academic warning; or
 - The student fails the same course for a second time.
- Integrative Care Program:
 - The student fails to obtain a term GPA of 2.0 or higher in the next term of enrollment while on academic warning; or
 - The student fails to obtain a cumulative GPA of 2.0 or higher after the next term of enrollment while on academic warning, unless eligible for continued academic warning due to circumstances described above; or
 - The student fails at least one required course during a term while on academic warning; or
 - The student fails the same course for a second time.
- Bachelor Completion in Human Biology and Medical Assisting Programs:
 - The student's cumulative GPA falls below 2.0; or
 - The student fails to successfully complete at least 67% of the courses attempted (completion rate).

Academic Probation Procedure

Placement on academic probation status is determined by the Registrar's Office at the end of each term. Notification is sent via university email. The student's subsequent registration will be placed on hold until the student's registration is approved by the University's Academic Advisor and the Financial Aid Office. In addition, a student on academic probation:

- Must update and present the Corrective Learning Plan (CLP) the student submitted while on academic warning to the Program Academic Standards Committee. The Program's Academic Standards Committee may require the student to take a reduced course load, retake course(s), or participate in other academic or support services to improve the student's chance of success. If a failed course is not offered the next term, the student will be allowed one additional term to meet the requirement. This must be noted on the revised CLP. The Program's Academic Standards Committee will deliver the CLP to the student, Faculty Mentor, and Academic Advisor.
- Must meet with an Academic Advisor to establish a schedule for the following trimester: any requirements set by the Academic Standards Committee will be noted during this meeting.
- Is not permitted to enroll in any course(s) for which the failed course is a designated prerequisite.
- Must complete a Financial Aid SAP Appeal Form to be eligible for financial aid during the term of academic probation and allow financial aid to be released for the term.
- Must meet regularly with a faculty mentor to discuss progress on the student's Corrective Learning Plan.
- Obtain tutorial assistance, which is available through Academic Advising.
- Must clear the academic probation status by the end of the trimester or the timeframe approved on the student's Corrective Learning Plan.

The Registrar will review the student's academic standing at the end of the term to determine whether a student has cleared academic probation status.

Academic Suspension Policy

A student can be academically suspended whenever one of the following occurs:

- Acupuncture and Chinese Medicine Programs:
 - The student fails to meet the requirements set by the approved Corrective Learning Plan while on probation.
 - The student fails to obtain a cumulative GPA of 2.0 after the next term of enrollment while on academic probation, unless eligible for continued academic probation based on approved Corrective Learning Plan.
 - The student fails at least one required course during a term while on academic probation.
 - The student fails the same course for a third time
- Radiation Therapy, Radiologic Technology, Medical Laboratory Technology, and Medical Laboratory Science Programs:
 - Academic Suspension is not available for this program.
 - Student will be Academic Dismissal if:
 - The student fails the same course for a second time; or
 - The student's cumulative GPA falls remains below a 2.0
- Chiropractic Program:
 - The student fails to meet the requirements set by the approved Corrective Learning Plan
 - The student fails to obtain a cumulative GPA of 2.0 after the next term of enrollment while on academic probation, unless eligible for continued academic probation based on approved Corrective Learning Plan.
 - The student fails at least one required course during a term while on academic probation.

- The student fails the same course for a third time
- Massage Therapy Programs:
 - The student fails to meet the requirements set by the approved Corrective Learning Plan
 - The student fails to obtain a cumulative GPA of 2.0 after the next term of enrollment while on academic probation, unless eligible for continued academic probation based on approved Corrective Learning Plan.
 - The student fails the same course for a third time
 - The student fails to successfully complete at least 67% of the courses attempted (completion rate).
- Nutrition Program:
 - The student fails to meet the requirements set by the approved Corrective Learning Plan
 - The student fails to obtain a cumulative GPA of 2.0 after the next term of enrollment while on academic probation, unless eligible for continued academic probation based on approved Corrective Learning Plan.
 - The student fails at least one required course during a term while on academic probation.
 - The student fails the same course for a third time
- Bachelor Completion in Human Biology and Medical Assisting Programs:
 - The student fails to obtain a cumulative GPA of 2.0 after the next term of enrollment while on academic probation, unless eligible for continued academic probation based on approved Corrective Learning Plan.
 - The student fails to successfully complete at least 67% of the courses attempted (completion rate).
 - The student fails the same course for a third time

Academic Suspension Procedure

Notification of academic suspension is sent by the Registrar via university email. During academic suspension, which will last at least one term, the student cannot register for courses in their NWHSU program. A student must submit a reinstatement request that describes the actions taken and results achieved since their suspension commenced. The University Academic Standards Committee will review the reinstatement request and determine if reinstatement is approved, if reinstatement is deferred and more remediation is required, or if reinstatement is denied. The student has a right to appeal the University Academic Standards Committee's decision to the Chief Academic Officer, whose decision is final. A student can be on academic suspension for **two** terms before they are dismissed from the university.

Academic Dismissal

Students who complete **two** terms of academic suspension will be dismissed from the university. Dismissals cannot be appealed.

Absence Policy and Procedures

Purpose

This policy outlines expectations and resources to support communication between student and faculty when unavoidable and unanticipated absences occur.

This policy is not intended to replace the established academic accommodations process for documented disabilities. Students who wish to establish accommodations through the Disability Services Office should follow the steps outlined on the [Disability Services for Current Students webpage](#).

Scope

This policy applies to all students in all programs.

Policy

Scheduled courses allow students to avoid conflicts and reflect the University's expectation that students will regularly and meaningfully engage in and complete instructor-required class meetings, online learning activities, labs, clinic hours, and other activities assigned as outlined in the course syllabus. The University recognizes that in some circumstances, conflicts with class/laboratory or clinic are unavoidable, or unexpected, and it is ultimately the student's responsibility to communicate with their faculty when they must miss a required academic activity. It is within the purview of the course instructor to determine options for missing class, labs, and other scheduled learning activities, and for completing missed course requirements.

The policy does not, in any way, release students from the responsibility of satisfying all requirements necessary for the successful completion of any course. The number of allowed absences varies per course based on the nature of the course and is clarified by the syllabus. Extended absences, or absences which result in the student missing critical learning activities that are central to the course, or meeting the course requirements, may prompt the University to recommend or require withdrawal from that course. In some circumstances, an incomplete may be appropriate, and students may request that option in accordance with the Academic Evaluation and Grade Policy.

Effective: May 1st, 2022

Procedure

- 1) Instructors are expected to establish, and clearly communicate in the course syllabus, attendance policies relevant to individual courses. Additionally, instructors must clearly and explicitly state, in their course syllabus, the number of allowed absences and procedures in which assignments and assessments can be made up. Course attendance policies must be consistent with university policy. Clinic Departments may establish more specific criteria for notifying instructors/clinic supervisors and completing clinic hours. (See Clinic Handbook for each program)
- 2) When conflicts or absences can be anticipated, such as University sponsored activities or religious observances, the student should inform the instructor of the situation as far in advance as possible. Students with unanticipated absences of three full days or longer should complete the Absence Notification Form available on the Registrar's page of the University website as soon as possible. Instructors identified on the Absence Notification Form will be notified of the absence upon receipt of the form and supporting documentation, if required (see examples below). Completion of the Absence Notification Form is a notification tool only and does not guarantee the absence will be excused by the instructor. The Absence Notification Form can be found on the Registrar's page of the university's website: [Registrar Office](#).
 - Examples of unanticipated absences include but are not limited to:
 - Grief/Bereavement

- Illness, physical or mental, of the student or a student's dependent, except for a single episode medical absence that does not require medical services.
 - Documentation from an appropriate health care provider may be required
 - Jury Duty
 - Documentation required. Many states allow students to postpone or be excused from jury duty. Review the jury duty summons to determine if this option is available.
 - Graduate or professional school admissions interviews and associated testing (MCAT, DAT, GRE, etc.)
 - Documentation required
 - Military Service
 - Documentation required
 - Religious Observances
 - Subpoena
 - Documentation required
- 3) The student must follow up with their instructor(s)/clinic supervisor(s) to discuss timelines for completion of missed academic coursework, labs and or clinic hours.
 - 4) Faculty should make arrangements for students to complete assessments of student learning (exams, proficiencies, assignments, etc.).
 - 5) Should a student need to withdraw from a course under the circumstances outlined in this policy after the withdrawal period, the student can petition the University for relief under the Compassionate Withdrawal Appeal Process:

Compassionate Withdrawal

Students who experience extreme hardship and must withdraw from courses and the University past the withdrawal date may appeal for a compassionate withdrawal. If an appeal for compassionate withdrawal is granted the student will receive a W grade. Criteria for a compassionate withdrawal may include, but are not limited to:

Extreme medical hardship

Natural disaster

Death in the family

To qualify for a compassionate withdrawal, a student must send a request in writing to the Registrar's office and submit documentation within 30 days of the extenuating circumstance occurring. The appeal will be reviewed by the college's dean and a decision rendered within 15 business days.

RETIRED POLICIES

SHORT TERM LEAVE OF ABSENCE POLICY

In the event of a significant health emergency involving the student or a family member, or a significant family event, requiring more than two days absence from a class or classes, a student may request a Short Term Leave of Absence (STLOA). A Short Term Leave of Absence is intended to provide relief until a long- term solution can be determined or the student resumes his or her academic course of study.

If a Short Term Leave of Absence is approved, the student will not be penalized for missed class time. Upon return to the academic program, the student is responsible for working with instructors to complete missed assignments and course requirements.

Examples of a significant health emergency or family event include (but are not limited to):

- Death or significant injury of a parent, grandparent, sibling, significant other or child
- Significant accident injury or major illness that requires hospitalization
- Health and or safety concerns (risk to self or others)
- Childbirth

Short term leave of absence request process

1. Review the [Excused Absence Policy](#) to determine if a Short Term Leave of Absence is required. A student experiencing a significant health or family emergency/event as described above or requesting excused absences longer than two days should proceed to step 2.
2. Student submits an online [Short Term Leave of Absence Request Form](#)
 1. Turn in required documentation to the Registrar, if documentation was not included in online request form.
 2. Submitted form is reviewed by the Registrar.
 1. The Registrar may request additional documentation to support the STLOA request
 2. The STLOA request form and supporting documentation is forwarded to the Program Dean for final approval.
 3. The student is notified of the Program Dean's decision.
 4. If approved, the Office of the Registrar notifies all instructors included on the STLOA Request Form.
 5. Student makes arrangements with instructors to make up missed assignments and or course requirements.

EXCUSED ABSENCE POLICY

Purpose

University policy recognizes that there are a variety of legitimate circumstances under which students will miss class and clinic time, and that accommodations for makeup work will be made.

Scope

This policy applies to all student course/clinic requirements. Students requesting excused absences longer than two days for synchronous courses or two weeks for asynchronous courses are required to complete a short term leave of absence request.

Policy

Students are responsible for planning their schedules to avoid excessive conflict with course/clinic requirements. A student may request an excused absence from a class or clinic shift without penalty for the following reasons:

- illness, physical or mental, of the student or a student's dependent;
- medical conditions related to pregnancy (also see Pregnancy and Childbirth Leave Policy);
- subpoenas;
- jury duty;
- military service (see Military Leave Policy);
- bereavement, including travel related to bereavement;
- religious observances, including travel related to religious observance;
- graduate/medical school admissions: interviews (in-person only) and associated testing (MCAT, DAT, GRE, etc.);
- officially excused events sponsored by the University and/or designated by University leadership.

Please note: Voting in a regional, state, or national election is not an unavoidable or legitimate absence.

2. For circumstances not listed in (1), the instructor/clinic supervisor has the primary responsibility to decide on a case-by-case basis if an absence is due to unavoidable or legitimate circumstances. Instructors/clinic supervisors have the discretion to grant a request for makeup work/hours in such circumstances.

Revised: NA / Effective: October 11 2018

Procedure

- The University will publish a list of known excused events at the beginning of each trimester.
- Students must notify their instructors/clinic supervisors of circumstances identified in (2) or other circumstances leading to a request for makeup work/hours as soon as possible and provide information to explain the absence. Some situations will be sufficiently urgent that arrangements for makeup work/hours cannot be made prior to the date of an absence. In such cases, arrangements should be made as soon as possible following the student's return.
- The instructor/clinic supervisor has the right to request verification for absences.
- Students must provide verification of the absence if requested by the instructor/clinic supervisor.
- The instructor/clinic supervisor may not penalize the student and must provide reasonable and timely accommodation or opportunity to make up missed work/hours, including exams or other course requirements that have an impact on the course/clinic grade if the student:
 - Was absent due to circumstances identified in (2);
 - Has complied with the notification requirements; and

- Has provided verification if the instructor/clinic supervisor has requested further information.
- Academic and Clinic Departments may establish more specific criteria for notifying instructors/clinic supervisors and completing the associated make-up work and/or clinic hours. (See Clinic Handbook for each program)
- Instructors/clinic supervisors are not obligated to accommodate a student who has missed or may miss so much of the critical components of a course or clinic shift, even for legitimate reasons, that arrangements for makeup work would not be reasonable. The student may be encouraged to withdraw in these situations.

Instructors should take all factors into consideration when determining whether to grant an excused absence and how to make arrangements for makeup work that has an impact on the course grade. If a student has missed a component of the course that cannot be made up in exactly the same manner, the instructor may substitute another activity or assignment in order to assess the missed components. If no substitution can be devised, the missing component(s) cannot be factored into determining that student's final grade for the course.