

Mount St. Joseph University
Temporary Illness, Injury, Pregnancy or Related Condition Modification Policy

If a serious, but temporary, medical condition, or pregnancy or pregnancy related condition, results in a student anticipating missing more than one week of class (consecutive class sessions), the student may request temporary modifications of the requirements listed within the class syllabi during the period of this illness, injury, pregnancy or related condition. This policy does not guarantee that modifications will be granted unless mandated by Title IX in the case of pregnancy or related conditions; granting of modifications is the decision of the course instructor. Such decisions will be made consistent with Title IX requirements where applicable. **Students should begin this process as soon as possible after the onset of the serious illness, injury, or pregnancy or related condition.**

Procedure:

1. Student notifies his/her instructors of the illness, injury, pregnancy or related condition.
2. Student contacts Health Service or the Learning Center for assistance with forms and process for obtaining medical documentation.
3. Once medical documentation is received, the Director of the Learning Center and Disability Services will notify the student's instructors of the recommended and/or mandated modifications.
4. When the need for modifications is foreseeable, i.e. pregnancy, planned surgery, the student will be expected to contact the instructor with a request to implement leniency in attendance or other modifications that are agreed to as soon as possible after identifying the potential period of leave.
5. Each instructor will review the recommended modifications and notify the student if the recommended modifications would be possible in the instructor's course or how mandated modifications will be addressed. If recommended modifications are not possible, the student will be notified by the instructor. The Director of the Learning Center & Disability Services will be available for consultation as needed.
6. In cases involving unanticipated temporary illnesses and injuries, once the student is physically able, he or she will meet with each instructor who indicated that modifications would be possible to determine if the student could meet the essential requirements of the course. If so, the instructor and student will specify, in writing, how the course requirements will be met. If, during the discussion, the instructor determines that the student cannot complete the course requirements with the recommended modifications, or the modifications cannot be reasonably applied to the particular course, the student will be counseled by the instructor and/or advisor to drop the course, seek an incomplete, a withdrawal, or to request a Medical Leave. (See the Medical Leave policy in the MSJ catalog.) Cost incurred in providing Temporary Illness/Injury modifications (e.g. remediated clinical experience) will be the responsibility of the student.
7. After the Student and faculty meet to discuss a requested modification and to complete a Modification Agreement, the student must return the fully executed Modification Agreement that has been signed by the student and the faculty for the applicable course to the Director of the Learning Center.

All assignments and tests (except the final exam taken during scheduled time) must be completed by the last day of instruction for the semester. Modifications are not retroactive.

A student who fails to fulfill these responsibilities and to communicate clearly and frequently with the faculty member will put him/herself at risk of failing to meet the class learning objectives and to earn a satisfactory grade.

If, at any time, the faculty member feels that the student's absences threaten the academic integrity of the class or render it impossible for the student to meet the class learning objectives, he/she should contact the Director of the Learning Center & Disability Services immediately. After consultation with the faculty member, the Director of the Learning Center & Disability Services will meet with the student to review the student's options.

Mount St. Joseph University ("the University") is committed to providing an educational and employment environment free from discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, or other minority or protected status. This commitment extends to the University's administration of its admission, financial aid, employment, and academic policies, as well as the University's athletic programs and other university-administered programs, services and activities.

The University has designated the chief compliance and risk officer, (513) 244-4393, Office of the President, as the individual responsible for responding to inquiries, addressing complaints, and coordinating compliance with its responsibilities under Title IX of the Education Amendments of 1972 and other applicable federal and state civil rights laws. The University has designated the director of learning center & disability services, (513) 244-4524, as the individual responsible for responding to inquiries, addressing complaints, and coordinating compliance with its responsibilities under Section 504 of the Rehabilitation Act of 1973.