



August 15, 2018

Student Illness/Absence Policy --- Peabody

Dear Conservatory Faculty, Staff, and Students,

Peabody students receive their health services from the Student Health and Wellness Center (SHWC) on the Homewood campus located on the 2nd floor of the Homewood Apartments at 3003 N. Charles Street, N-200. Use the 31st Street entrance. Appointments may be scheduled by calling (410) 516-8270.

In keeping with the Homewood campuses student illness/absence policy, I wanted to share the following important information regarding student absences as a result of an illness.

- The Student Health Center does **not** provide documentation for students who miss individual classes. In these cases, students should communicate directly with their instructors.
- If a student is seen at the Health Center for a serious, extended illness that causes him or her to miss a significant number of classes or academic assignments, including mid-term examinations, the Student Health Center will provide verification of the visit to you and also alert the Student Affairs Office. Verification will not be provided retroactively. It is the student's responsibility to forward the verification to any professor or instructor who requests it.
- Since absence from a final examination, recital, or concert is excused in only the most serious circumstances, the Health Center will provide verification of illness for those students who are seen at the Center for treatment at the time of the exam, recital, or concert.
- Students should also notify faculty when they are not able to complete work due to illness. Faculty who see a pattern of absences or late work are encouraged to contact me so that I can meet with the student and guide him/her.
- Falsely reporting an illness or injury is a violation of the Student Conduct Code and is subject to disciplinary action.

If a faculty member or student is unsure how to handle a situation concerning a student illness, you are always welcome to contact me for consultation.

Please do not hesitate to contact me in Student Affairs at (667) 208-6700 or via email at ksommer@jhu.edu with any questions regarding these policies. Thank you for your cooperation in this matter.

Sincerely,

Kyley Sommer

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