



### Pacific Link College

#### Medical Documentation Standards for Attendance Exceptions Policy

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Name of Policy

April 01, 2024

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#### Student Services

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Position(s) Responsible for Administering this Policy

April 01, 2025

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Date of Last Revision

### **Policy:**

To maintain the integrity of attendance records and ensure fair treatment for all students, the following standards apply when submitting medical documentation (e.g., doctor's notes) to excuse absences:

#### **1. Documentation Requirements:**

To be considered valid, medical documentation must:

- Be written on official letterhead or a stamped prescription pad from a licensed medical practitioner.
- Include the student's full name, as recorded at Pacific Link College.
- State that the student was medically unfit to attend class, including:
  - Date(s) of illness or expected recovery period.
  - Clear indication that rest or absence from school was recommended.
  - Include the physician's full name, contact information, and signature.

#### **2. Timelines for Submission**

- Documentation must be submitted within 3 business days of returning to class unless exceptional circumstances apply.
- Late submissions may not be accepted without prior communication with a Campus Coordinator or Student Services.

#### **3. Verification Process**

Pacific Link College reserves the right to:

- Verify submitted medical documents by contacting the issuing clinic.
  - Request additional supporting information where necessary.
  - Reject documentation that appears altered, incomplete, or fraudulent.
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#### **4. False or Misleading Submissions**

- Submitting false or forged medical documents is a serious academic offense.
- Students found to have submitted falsified documentation may be subject to disciplinary action, including suspension or dismissal.

#### **5. Excused Absence Limitations**

- Valid medical documentation may excuse up to 5 consecutive days of absence.
- Longer periods may require a formal medical recovery plan and approval from Academic Affairs.

#### **6. Special Cases**

For chronic, ongoing or recurring medical conditions, students may apply for a Medical Accommodation Plan through Student Services with appropriate supporting documents.