

## Professor Notification Policy

The Wellness Center may be able to assist students in communicating with their professors when absent from class due to recent medical (mental or physical health) issues. Students requesting a professor notification to be sent need to provide documentation from their attending physician that clearly states the dates absent from class and the date that the student can return. Additional information may be requested. Documentation must be received by the Office of Health Services via fax to 609.626.5586, emailed to [wellctr@stockton.edu](mailto:wellctr@stockton.edu), or dropped off to West Quad 108 prior to any notifications being sent out.

The Wellness Center is only a conduit by which a student may communicate with the professor. The final decision regarding an absence is at the discretion of the professor. The student is responsible for requesting notification in a timely manner and following up with the professor after the professor notification has been sent to discuss any missed work, assignments, exams, or any other academic matters.

**Important Note:** The professor notifications will include general and discrete language to describe the reason for absence. The student will receive a copy (CC) of any professor notification emails sent. All professor notification requests should be submitted to the Office of Health Services.

\_\_\_\_\_  
Student's Name\_\_\_\_\_  
Date of Birth\_\_\_\_\_  
Student Z#\_\_\_\_\_  
Phone\_\_\_\_\_  
Email

**Course Information:** Please provide a copy of your current class schedule

\_\_\_\_\_  
Date of First Missed Class\_\_\_\_\_  
Date Returning to Class

Do you want all of your professors notified (as listed on your current schedule)?

 Yes No

If you answered "No" to the question above please list the specific professor(s) you would like notified and the course name for each class:

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Do you need additional accommodations regarding this request?

 Yes No

If you answered "Yes" to the question above please briefly explain the accommodations being requested. Please note that you must meet with a specialist in the Learning Access Program to discuss requests prior to any accommodations being met.

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**Official Use Only**

File with record when completed

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Notification Sent by: \_\_\_\_\_ Date: \_\_\_\_\_

Documentation was not approved for one of the following reasons:

 Documentation does not warrant a professor notification Additional documentation is needed and was not sent