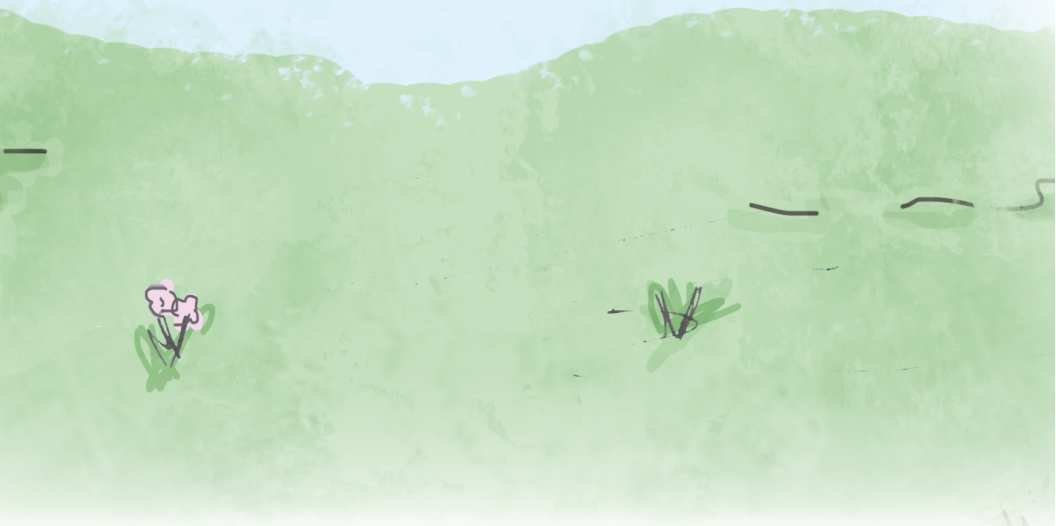



# Student Absence

## Returning to Campus





Returning to campus after a hospital stay, extended illness, or from other medical emergencies is challenging. Student Affairs staff want to help you be successful. The following document has information for your easy return to campus.



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## ○ Transportation from Hospital

Students transported to the hospital should contact a family member or friend for return to campus. Staff are not allowed to transport students to hospital or back to campus.

- **Convenience Cab**

785.301.2221 | \$5 a ride/each way  
7am-10pm Monday-Thursday  
7:30am-3am Friday-Saturday

- **Tiger Transport**

Free | Fixed Route from FHSU  
to The Mall & Wal-mart  
2pm-7pm Wednesday  
2pm-9pm Friday-Saturday

- **Access Van**

785.628.1052 | \$1.50 one way trip  
6am-10pm Sunday- Saturday

- **Taxi**

785.639.7433

- **BMB Cab/  
Shuttle Service**

785.639.1899

- **Safe Ride**

785.621.2580





## Professor Notification

Student Affairs staff will send a professor notification indicating that a student will miss classes due to a medical emergency. Students must call 785.628.4276 and inform the person of the medical emergency and the time frame for return (if known). When students return, medical documentation should be sent to Student Affairs in Sheridan Hall Room 208 to document the absence.

Questions: Chris Gist | 785.628.4277 | [cgist@fhsu.edu](mailto:cgist@fhsu.edu)



### What if I miss class?

If you will be absent from campus and class for medical reasons, you may request professor notification from the Office of Student Affairs. The Office of Student Affairs will contact your professor to let them know that you will be absent from class and the reason why.

Once you return to class, you will need to follow-up with each professor to discuss missed classes and options available.

If you miss several classes, the Office of Student Affairs will require medical documentation to be submitted to their office detailing your absence.

If you are requesting a medical withdrawal, you should contact the Office of Student Affairs regarding the process.



## Gender-Based Violence (GBV)

Gender-based violence is directed against a person on the basis of gender.

It constitutes a breach of the fundamental right to life, liberty, security, dignity, equality between women and men, non-discrimination, and physical and mental integrity.

Students experiencing gender-based violence should report the crime to one of the following:

### Police Report

- Criminal Process | x911 OR 785.628.5304
- Partial confidentiality- witnesses, accused, and few others will be contacted and will go through the criminal process.

### AVPSA/Title IX Report

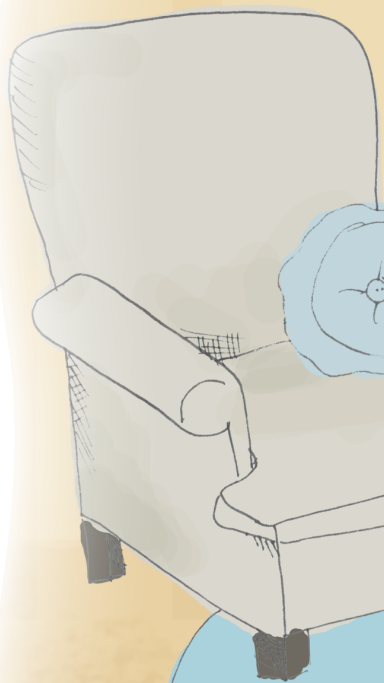
- Administrative Process | 785.628.5842
- Partial confidentiality- must conduct an investigation where the accused party and responsible employees will be notified.

### Kelly Center, Student Health Center, or Options Domestic and Sexual Violence Services Inc.

- Confidential Process | 785.628.4401
- Confidential- will not expose details to any party.

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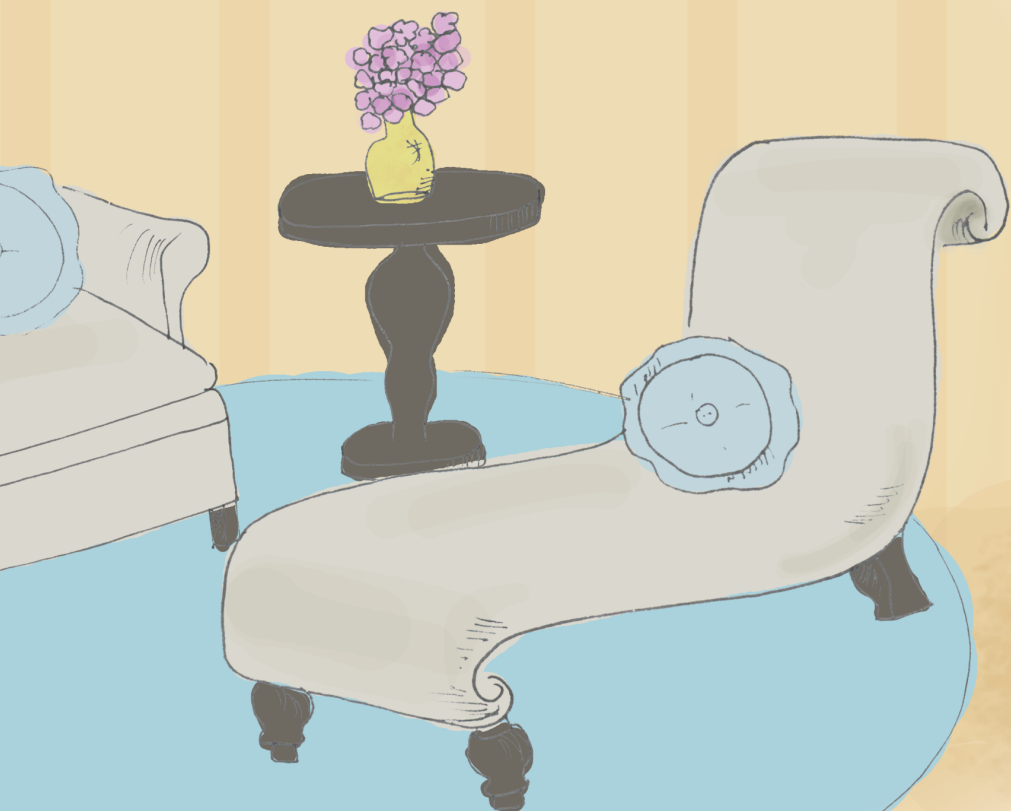
Questions: Dr. Keegan Nichols  
785.628.5824 | [kmichols@fhsu.edu](mailto:kmichols@fhsu.edu)



## Counseling Services

Students who are experiencing challenging times are encouraged to attend free counseling at the Kelly Center located in the lower level of Picken hall. Some students only need a few sessions to adjust to the situation. Services are confidential.

Questions: Dr. Kenton Olliff | 785.628.4401 | [kolliff@fhsu.edu](mailto:kolliff@fhsu.edu)



# Disability Services

Students seeking academic accommodations need to register with the Office of Disability Student Services (DSS). These reasonable accommodations are based upon their disability and are determined by documentation provided to the DSS Office. Registering with the DSS Office is important for several reasons; it eliminates the need for the faculty member to assess the student's needs on an individual basis, it provides equity for the student for his/her entire course schedule, and it helps faculty focus their time and energy on teaching subject material, rather than determining reasonable accommodations. Registering with the DSS Office may also be important for students planning to take any standardized test with accommodations during their college career. Testing companies often require the DSS Office to provide support and verify the student has been registered and is receiving reasonable accommodations.

Information regarding reasonable accommodations is sent each semester to the student, the advisor, and the instructors via e-mail. Students may choose to use or not to use their accommodations. If a student chooses to use an accommodation, the student is responsible for talking with their instructor. Approved accommodations must be provided. Temporary disabilities such as a broken leg, car injury, etc. should also be registered with disability services.

Questions: Kathryn Mayes  
785.628.4401 | [kmayes@fhsu.edu](mailto:kmayes@fhsu.edu)



## Temporary Health Issues

We care about your success and recognize that timely and honest communication about the nature and length of a temporary health issue and the requested accommodation(s) can help you reach your goals. We want to help you obtain satisfying solutions to the short-term problems caused by the injury or conditions.

Temporary Health Issues include but are not limited to:

- Broken limbs
- Burns
- Post-surgery recovery
- Conditions that temporarily impair or interfere with your ability to participate in University activities.



Depending on your health issue, you may be eligible for one or more of the following services:

- Note taking assistance
- Testing accommodations
- Advocacy
- Materials in alternative form
- Other services depending on temporary health issues and documentation



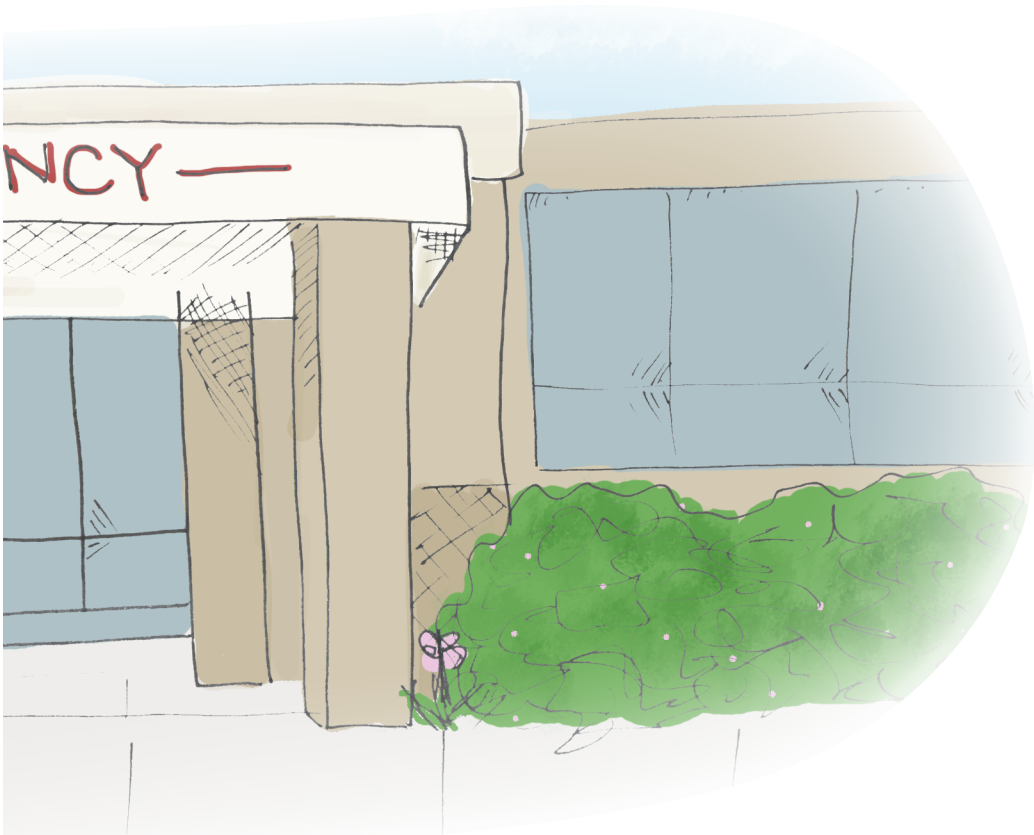




## Medical Withdrawal

Students may initiate withdrawal from the University for medical or psychological reasons (for self or due to a family emergency) demonstrated to the Vice President for Student Affairs in consultation with the Medical Withdrawal Committee. To request a medical withdrawal, a written request is to be submitted to the Vice President for Student Affairs outlining the nature of the medical/psychological/family emergency, how the situation created challenges for successfully completing the semester, the date(s) of last participation/activity in the class, verification of the medical/psychological/family emergency, and whether the request is for a withdrawal, a refund, or both.

Upon review of the request and supporting documentation, arrangements can be made for tuition refunds, financial aid suspension processes, or other academic accommodations to ease the transition of the student to resources better able to support their medical, psychological, and/or family needs. Modifications to housing contracts may also be possible.



The withdrawal decision will specify whether or not the withdrawal is for a specified period, and whether or not there are any conditions for return. If the withdrawal is for a specific period or if there any conditions for return, a hold will be placed on the student's registration status until the student is eligible for reinstatement.

Involuntary withdrawal of a student for medical or psychological reasons may be initiated by the Vice-President for Student Affairs, upon the determination that the best interests of the student and the University would be served by the withdrawal.

In no case will an involuntary withdrawal be implemented in violation of any applicable law relating to disability discrimination. Any involuntary withdrawal issued pursuant to policy shall specify all requirements the student needs to meet prior to return to the University, and the length of the withdrawal shall be specifically identified and be no longer than necessary to protect the interests of the University and student.

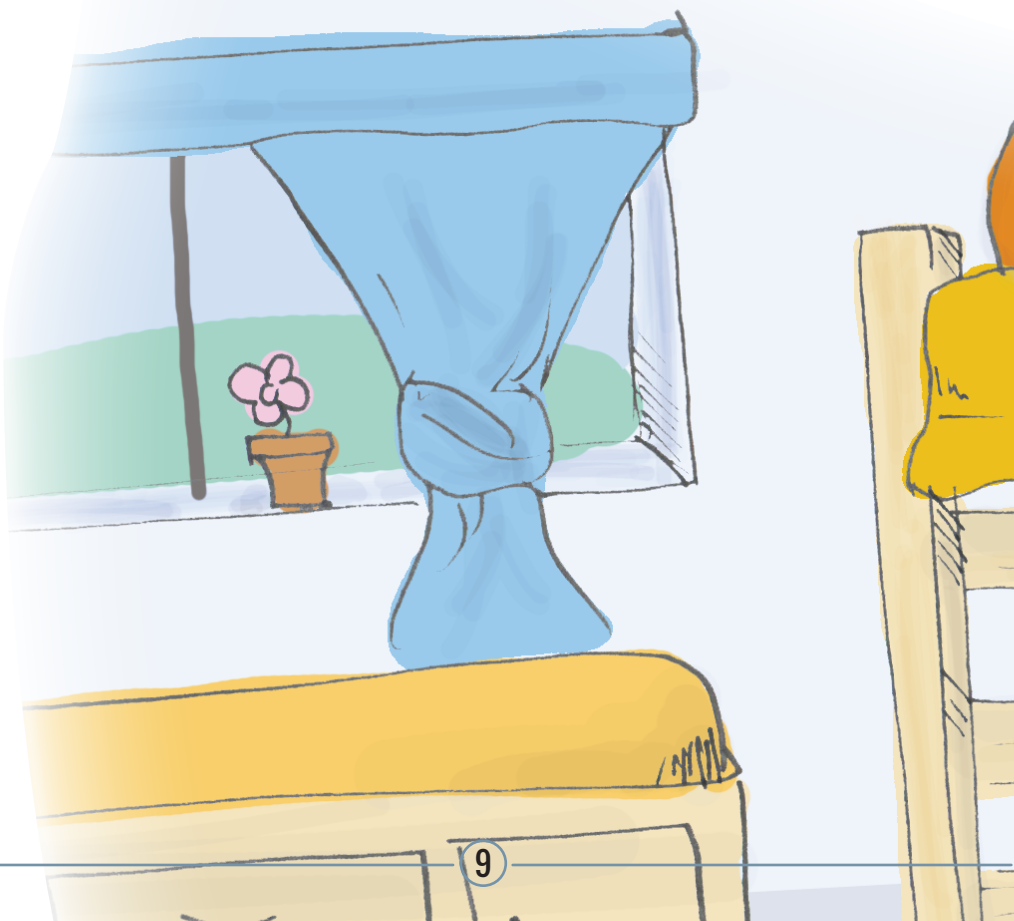
Questions: Chris Gist  
785.628.4277 | [cgist@fhsu.edu](mailto:cgist@fhsu.edu)



## Dining Services

Students may have special dining and meal needs upon return. Chartwells staff can prepare special meals for friends to bring to your room such as soup, bread, and juices.

Questions: Mark Garver | 785.628.4476

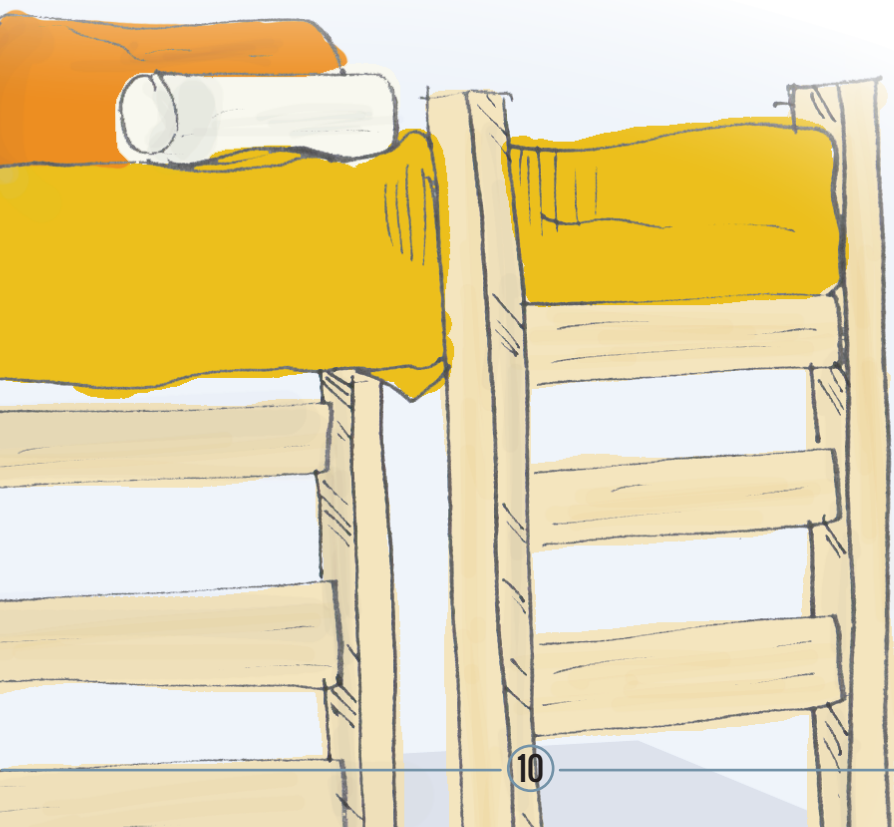


## ○ Residential Life Information

Students who are needing accommodations after returning from the hospital are to contact the Residential Life Office at 785-628-4245. Residential Life can assist with a smooth transition back to campus with options such as a new rooming assignment to assist with accessibility.

Students who need parents/friends to retrieve items out of their residence hall room need to complete the following waiver form. Residential Life must have a signed waiver before allowing a parent or friend to remove items from a resident's room. The designated person must contact Residential Life to schedule a time to obtain items from the space and will be escorted by a Residential life staff member.

Questions: David Bollig  
785.628.4245 | [dwbollig@fhsu.edu](mailto:dwbollig@fhsu.edu)





## Residence Life Item Waiver Form

By signing below, I hereby assume, any and all risks associated with my designated person to obtain items from my residence hall room. I understand that residential life will not monitor items removed from this space and allow the designated person, below, to obtain any necessary items.

Student and Designated Person (below) understand and voluntarily agree to be bound by the provisions of this contract and associated policies of FHSU, including but not limited to Residential Life policies and procedures, Emergency procedures, and the Computing Usage policies. By entering the Residence Hall, you must adhere to all policies, including being escorted by a residence life staff member.

Date: \_\_\_\_\_

Student's printed name: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Designated Person Allowed in Resident's Room Printed Name:

\_\_\_\_\_

Designated Person Allowed in Resident's Room Signature:

\_\_\_\_\_

cut here



