



Rowan College of South Jersey

Administrative Procedure: 8603

EMERGENT MEDICAL AND MENTAL HEALTH TEMPORARY ACCOMMODATIONS

Rowan College of South Jersey recognizes the importance of the physical and mental health and well-being of its students, and therefore, has developed these administrative procedures to ensure students are supported and eligible to receive temporary accommodations after a serious temporary medical condition or injury. In some cases, the duration of a serious temporary medical condition or injury may necessitate an incomplete, drop, or a withdrawal. All situations will be determined on a case-by-case basis.

Examples of serious temporary medical conditions may include, but not limited to, concussions, non-elective surgeries, accidents resulting in serious physical injury, mental health episodes requiring extended medical care, or hospitalizations.

If a serious temporary medical condition results in a student being unable to attend courses and/or missing coursework based upon a medical provider's recommendation, students should work with the Department of Special Services to receive temporary academic accommodations.

For students:

1. Students requesting academic accommodations for temporary medical reasons should access the Department of Special Services website: <http://www.rcsj.edu/SpecialServices>
 - a. Gloucester Campus students are to complete the Student Profile Form
 - b. Cumberland Campus students are to complete the Self-Report Form
2. Students are to provide medical documentation as requested to the Department of Special Services. The documentation must state the temporary medical condition(s) and the time period it is medically necessary for a temporary accommodation.
3. Based upon the submitted diagnosis and documentation, and a meeting with the student, the Department of Special Services will determine whether academic accommodations are appropriate for the student on an individual, case-by-case basis. This accommodation will be treated in a similar manner to Americans with Disabilities Act Amendments Act ("ADAAA") academic accommodations. Academic accommodations granted under this policy and administrative procedure are temporary and will end when the treating medical provider clears the student to return to normal activity.
 - a. Academic accommodations may include, but not limited to:

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- i. flexibility with assignment deadlines without penalty;
- ii. flexibility with attendance and/or an alternative way to make up attendance/assignment points;
- iii. ability to make up tests/quizzes;
- iv. adjustments to course policies;
- v. a grade of incomplete;
- vi. late withdraw/drop; and/or
- vii. other ADA/AAA types of accommodations.

For instructors:

- If a student presents medical documentation for an extended illness, hospitalization, or temporary condition which causes a substantial limitation to a major life activity as defined by the ADA/AAA (29 CFR § 1630.2 – (g)(1)(i)), please direct the student to send the documentation to the Department of Special Services. Medical documentation is considered confidential and should not be accepted or maintained by faculty. This protects student privacy and ensures the confidentiality of medical records.
- It is important not to make any academic accommodations until a temporary accommodation letter is received from the Department of Special Services. This ensures a consistent and equitable determination for each individual student’s case.
- It is important to note accommodations must not substantially alter a course or program. Due to the episodic nature of temporary medical conditions, the temporary accommodations may need to be retroactively applied, and end dates may need to be adjusted upon the medical provider’s updated written recommendations.
- If the essential requirements of a course cannot be met despite reasonable academic accommodations, it may be necessary to consider and request an incomplete grade from the faculty member. Alternatively, a late withdraw or drop may be pursued through a written appeal to the Administrative Action Committee. Students are responsible for contacting the Student Affairs (Gloucester Campus) or Judicial Affairs (Cumberland Campus) office to obtain the appeal form and follow the process outlined in AP 8005.2 *Administrative Action Appeals*.

Area: Student Services

Approved: 11/19/24

President’s Authorization: _____



References:

Rowan College of South Jersey Board Policy, *8603 Emergent Medical and Mental Health Temporary Accommodations*

Rowan College of South Jersey Administrative Procedure, *8005.2 Administrative Action Appeals*

Americans with Disabilities Act Amendments Act (ADA/AAA) of 2008

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