To Whom it May Concern,

WSU Cougar Health Services providers support and follow university policy regarding excused student absences. This policy addresses all instances that may cause a student to miss scheduled academic obligations and state (in part, with emphasis added):

“Students must sometimes miss examinations or other academic obligations affecting their grades because of illness, personal crises, mandated court appearances, and the like. As long as such absences are not excessive, it is hoped that the instructor will provide and document reasonable accommodation. The instructor may require the student to submit a written explanation of the absence, but written excuses from health care personnel should not be required, since these requests frequently put the health care personnel in untenable positions. A student who is dissatisfied with the instructor’s accommodation may follow the Academic Complaint Procedure, Rule 104.

It is recommended that the instructor explain the procedure for excused absences early in the semester, preferably in a written syllabus distributed to all students in each class. Once announced, these procedures should be scrupulously followed unless extraordinary circumstances require an exception.

Students who attempt to gain advantage through abuse of this policy (e.g. by providing an instructor with false information) may be referred to the Office of Student Affairs for disciplinary action.”

If you feel you have unusual circumstances that require additional documentation from our staff, please schedule an appointment with a CHS provider to discuss your concerns. For questions regarding university policy, you may contact the Dean of Students office at 509-335-5757. To request an accommodation for a psychological or medical condition, please contact the Access Center at 509-335-3417.

Joel Schwartzkopf, MPAS, MBA
Executive Director