

# STUDENT ABSENCE

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## Returning to Campus



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

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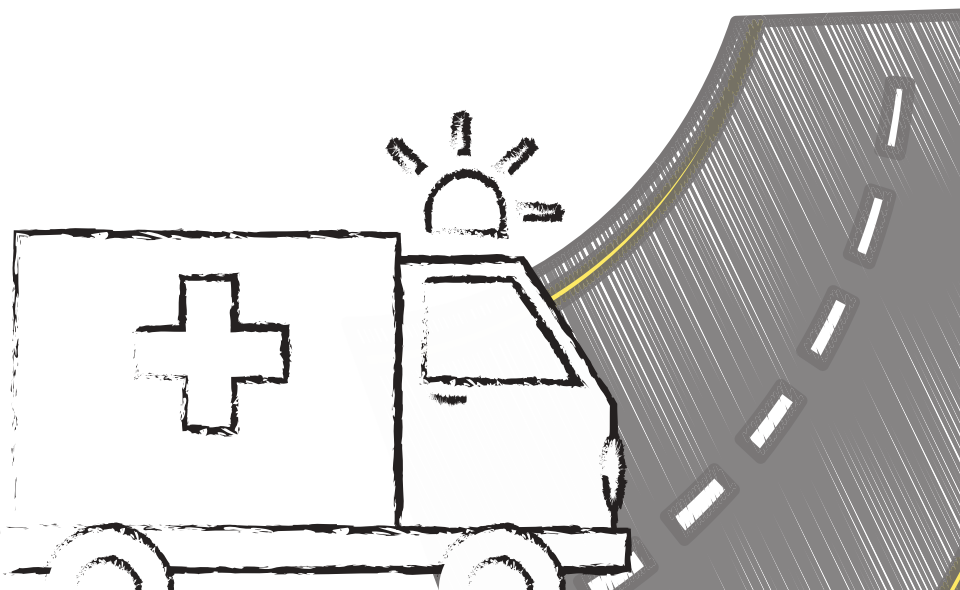
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## Transportation from Hospital

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.

In the case of a mental health emergency, ATU Public Safety may assist with transportation to the hospital but will not assist with transportation back to campus.



# Professor Notification

The Associate Vice President for Student Affairs will send a professor notification indicating that a student will miss classes due to a medical emergency. Students must call 479.968.0407 and inform the Associate Vice President for Student Affairs of the medical emergency and the time frame for return (if known). When students return, medical documentation can be submitted to the Office of Disability Services in Doc Bryan 141 if accommodations are needed for the remainder of the semester. See page 5 for more information.

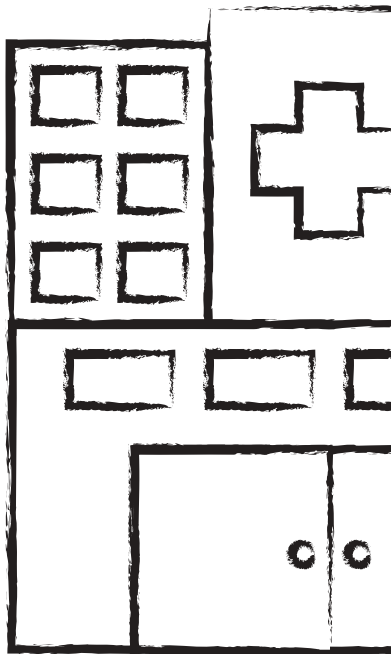
## What if I miss class?

If you will be absent from campus and class for medical reasons, you may request professor notification from the Division of Student Affairs.

The Associate Vice President for Student Affairs will contact your professors to let them know that you will be absent from class and the general reason for absence (i.e. hospitalization).

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

If you are pursuing a withdrawal due to medical reasons, please see page 6.



## Gender-Based Violence

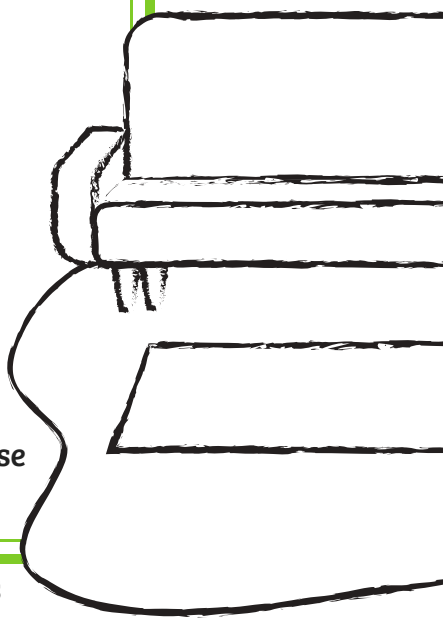
Gender-based violence is directed against a person on the basis of gender. This can include but is not limited to dating violence, domestic violence, and interpersonal violence. Students experiencing gender-based violence should report the crime to one of the following:

**ATU Public Safety**  
479.968.0222

**ATU Title IX Office**  
479.968.0407  
[www.atu.edu/titleix](http://www.atu.edu/titleix)

**ATU Counseling Services**  
479.968.0329  
**Confidential- will not expose  
details to any party**

**Questions:** Student Affairs  
479.968.0276

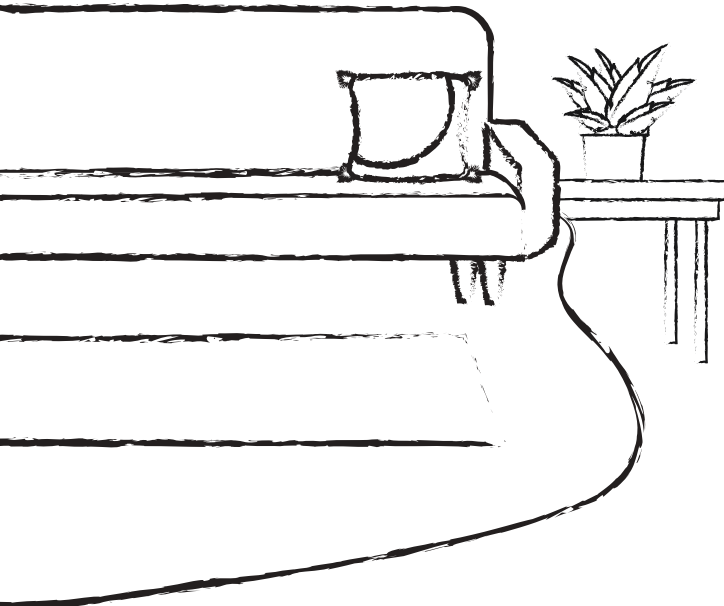


## Counseling Services

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Students who are experiencing challenging times are encouraged to attend free counseling at the Health and Wellness Center located in Doc Bryan 119. Some students need only a few sessions to adjust to the situation. Other students may need long-term counseling and be referred to an off-campus counselor. Counseling Services can assist with the referral process as needed.

Services are confidential.



# Disability Services

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Students seeking academic or housing accommodations, both temporary and ongoing, should register with the Office of Disability Services, Doc Bryan 141. Students can complete an online application and upload supporting documentation on the Disability Services website: [www.atu.edu/disabilities](http://www.atu.edu/disabilities). Reasonable accommodations are determined on a case-by-case basis and are dependent upon the nature of the disabling condition(s) and the potential barriers that a student might experience. Supporting documentation may include medical records and treatment plans, psycho-educational testing reports, and school records, in addition to self-report, observation and interaction during the intake process.

Once an application is complete, students will be invited to meet with a Disability Services staff member, who will determine an appropriate and reasonable accommodation plan. Students may renew their accommodation plan each term electronically via the online AIM (Accessible Information Management) portal on the Disability Services website. Students may also request additional accommodations at any point in the term by filling out a Request for Additional Accommodation in the AIM portal. Upon approval of accommodations, letters of notification can be issued electronically to instructors via the AIM portal, or hand delivered by the student to instructors.

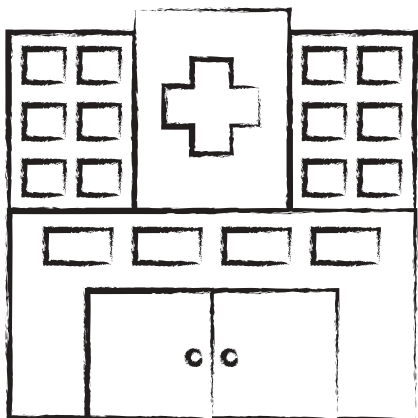
Temporary disabilities, such as a broken leg, injuries sustained in accidents, etc. may also be registered with Disability Services to assist the student during the recovery period.

**Questions:** 479.968.0302 | [disabilities@atu.edu](mailto:disabilities@atu.edu)



# Withdrawal Due to Medical Circumstances

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## Questions:

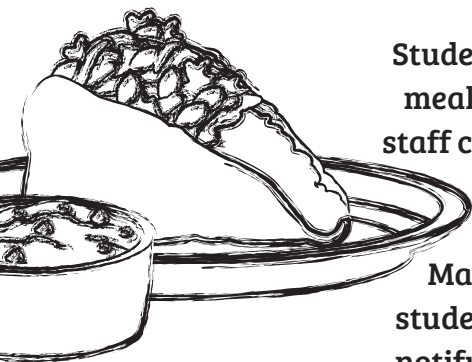
**Amy N. Pennington,**  
Associate Vice  
President for Student  
Affairs  
479.968.0407  
apennington@atu.edu

**Tammy Weaver,**  
Registrar  
479.968.0272  
tweaver@atu.edu

Students who are considering a withdrawal from the university due to an unexpected medical situation or emergency should make contact with the Associate Vice President for Student Affairs. The Associate Vice President for Student Affairs, in collaboration with the Registrar, will work with the student to explore best possible options to meet the needs of the student and support their success within university and financial aid policies and regulations.

To request a meeting to discuss withdrawal options, please email the Associate Vice President for Student Affairs to schedule an appointment. Please be prepared to provide documentation of the medical situation.

## 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. Make sure your friend takes your student ID to pick up the meal. Please notify Chartwells of your meal needs.

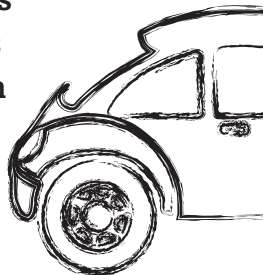
**Questions:** Dining Services  
479.498.6033 or 479.880.4310



## Parking

Students who receive parking citations as the result of prolonged absence due to challenging times, health reasons, or emergencies should contact Public Safety to appeal. Public Safety will review each request on a case by case basis dependent on the ruling by the traffic appeals court. Students will be notified once a decision has been made in their case.

**Questions:** Public Safety Office | 479.968.0222



## On-campus Housing Information

Students who are needing accommodations after returning from the hospital are to contact the Department of Residence Life at 479.968.0376. Residence Life can assist with a smooth transition back to campus with options such as a new rooming assignment to assist with accessibility.

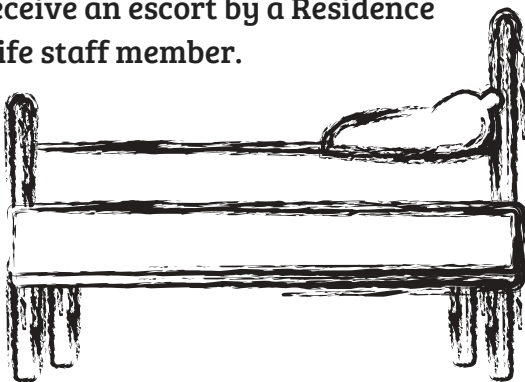
Students who need parents/friends to retrieve items out of their residence hall room need to complete the following waiver form. For purposes of safety and security, Residence Life must have a signed waiver before allowing a parent or friend to remove items from a resident's room. The designated person should contact Residence Life to schedule a time to obtain items from the space and to receive an escort by a Residence Life staff member.

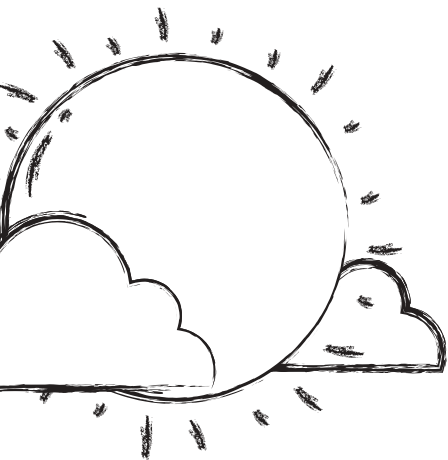
### Questions:

Delton Gordon

479.968.0376

dgordon5@atu.edu





# Residence Life Waiver Form

By signing below, I hereby assume, any and all risks associated with the individual I have designated to obtain items from my residence hall room. I understand that Residence Life will not monitor items removed from this space and I am expressly giving the designated person named below permission 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 ATU, including but not limited to Residence Life policies and procedures, as well as any emergency procedures or computer use policies that may be applicable. By entering the residence hall, the undersigned agrees to adhere to all policies, including being escorted by a residence life staff member.

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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: \_\_\_\_\_