

Procedure for submitting a Medical Excuse

To submit a medical excuse, the student uses the Medical Excuse (ME) link on the University Portal. This self-report form should be submitted before the end of the scheduled examination time. This form will be sent automatically to the Course Director(s), University Health Services (UHS), DOS Office, and Dean of the SVM. The ME covers all exams and/or mandatory activities within a 7-day period starting from the date of submission of the ME. If a student becomes able to take some or all of the examinations during the timeframe covered by the ME, and chooses to resume exam/mandatory activities, they should proceed with all remaining examinations/mandatory activities from that moment onwards. If illness persists for more than seven days, students are not advised to fill out a second Medical Excuse Form. Students are directed to visit or call University Health Services. Students are only allowed two (2) medical excuses in an academic year.

If a student makes a third ME request within 12 months, then the case being reviewed by the DOS, the SVM Dean's Council and the Director of the University Health Services (UHS), which may result in a Mandatory Medical Leave of Absence (MMLOA).

Note: Students may not request a ME once they have started an exam. Once a student has started an exam, a score will be submitted and contribute to the student's grade, irrespective of how much the exam is completed. Therefore, students are strongly discouraged from taking an exam if they are unwell.