



Guidelines for Surgery, Injury, or Hospitalization

1. Talk to your professors

When possible, always discuss absences with your professors in advance. The attendance policy for each class is in the course syllabus – available through Canvas or distributed by the instructor. The course syllabus should list policies related to illness/injury. If it does not, please check with your professor. It is also important to discuss any upcoming assignments and/or tests with each professor.

Please Note: The pace of a course (deadlines, test dates, etc.) cannot typically be adjusted.

2. Submit a CARE form

If you expect to miss a week or more of class or if you will be hospitalized (inpatient care), you should alert [Samford CARES](#). The CARE Team can help coordinate support from on-campus resources and assist with required Return to Campus paperwork following hospitalizations.

Please Note: The University permits up to one week of excused absences for *hospitalization* when properly documented with Samford CARES. Outpatient procedures, recovery time, and other illnesses are covered under each individual course policy listed in the course syllabus.

3. Contact Academic Success Center (ASC)

If you expect to miss two weeks or more of class, you should **also** alert the [Academic Success Center](#) who will help coordinate outreach to faculty to determine what is feasible on a case-by-case basis. The Academic Success Center can also help assist you in making a plan to stay on track with your coursework.

Please Note: All requests to miss more than two weeks of in-person classes require the approval of the dean of the school where the course is housed and are not always possible due to course and program requirements, even with proper medical documentation.

4. Contact the Office of Accessibility and Accommodations (OAA)

A temporary injury or impairment can, in some cases, qualify as a disability when substantially limiting to the student. Complete an [online accommodations form](#) if you expect your recovery will impact any of the following:

- Ability to physically navigate campus
- Ability to access/navigate your classroom locations
- Ability to access/navigate your residence hall, dorm room or bed, restroom
- Ability to write and/or type
- Ability to think clearly on timed assessments
- Ability to attend class due to follow-up appointments
- Ability to attend class due to intermittent symptom flares

Campus Resources:

- **[Academic Success Center](#)**: Can provide academic coaching for students and can provide support in creating plans to stay on track with coursework.
- **Academic Advisor**: Can provide guidance for making class schedule changes, including course withdrawals.
- **[Writing Center](#)**: Can provide tutoring to students with writing, speaking, and critical reading assignments.
- **[Academic Calendars](#)**: Provides important dates for add/drop deadlines, final exams, etc.
- **[Accessible Map](#)**: Details accessible parking, routes, and building entrances on campus.
- **[SamTram Shuttle](#)**: Provides student transportation around campus to all students between 7:30-4:30 Monday-Friday.
- **[Registrar's Office](#)**: Processes all University withdrawals.
- **[OneStop](#)**: Can provide guidance on the impact of withdrawals on scholarships or financial aid, as well as confirm eligibility for refunds.

Resource Limitations:

At times, students' needs following a recovery or injury may exceed what the university can reasonably provide.

- Mid-year room changes may not be possible due to limited availability in campus housing.
- Not all attendance policies can be adjusted (even with a valid doctor's note) due to course or program requirements.

- The pace of a course (deadlines, test dates, etc.) cannot typically be adjusted.
- The conversion of an in-person class to remote attendance is typically not possible for injuries or surgery recovery.
- Meal retrieval is the responsibility of the student. Meal delivery is not an available option. Students should request physical assistance from the Welcome Desk in the cafeteria as needed.
- Transportation to campus and class is the responsibility of the student.
- The SamTram Shuttle has limited hours during the week and is not available on weekends.
- Personal assistance in rooms/restrooms is not available.
- The transport of books or other personal items is not available.
- Medical equipment such as scooters or wheelchairs is not available.