

Guidelines for Temporary Conditions or Impairments

This document provides general guidance and information on relevant policies and support for students who are navigating temporary conditions or impairments. This may include, but is not limited to injury, surgery, pregnancy, or extended illnesses. Please read all information carefully, as each action may have relevant information.

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 and/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 due to injury or illness, if you are pregnant, 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.

Samford generally permits *up to* one week of **university-excused absences** for certain situations, including *hospitalization* or *labor/delivery* when these conditions are properly documented with Samford CARES. Additional absences (up to two weeks) are sometimes possible but are typically approved by faculty on a case-by-case basis and feasibility may vary by course. See below for more information. Outpatient procedures, recovery time, and other extended illnesses are **not** typically excused at the university level and should be addressed under each individual course policy listed in the syllabus.

Please Note: Documentation from your doctor or other health-care provider confirming illness, surgery, or recovery does not mandate a university-excused absence.

3. Contact Academic Success Center (ASC)

If you expect to miss two weeks or more of class for *any* health-related reason (including pregnancy, delivery, or post-partum recovery), the [Academic Success Center](#) (ASC) can help coordinate outreach to faculty to determine what is feasible on a case-by-case basis. The ASC 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

Please Note: Routine pregnancy is not considered a disability under ADA, although some complications may qualify. Reasonable pregnancy-related accommodations will be provided under guidance from Title IX. Please submit a CARE form for accommodation requests related to routine pregnancies. (See Guideline #2.)

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.

- **Barrier Report Form:** In the event you encounter a barrier on the campus, such as an inoperative elevator, items blocking an access ramp, or missing/damaged signage for accessible routes, please help us identify them.
- **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.
- **Samford CARES:** Group of faculty and staff members from across campus who work together to support overall student wellness in a holistic and collaborative manner.
- **Title IX:** Can provide assistance related to the rights of pregnant students to be free of discrimination and help with reporting any violations.

Resource Limitations:

At times, students' needs following a pregnancy, 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, surgery recovery, extended illness, or pregnancy.
- 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.
- While Samford can approve "out of zone" parking, individuals must secure state-issued DMV placards to park in blue handicap accessible parking spots. State-issued placards do not require OAA approval but should be registered with Transportation Services.