



School of Nursing
College of Allied Health & Nursing

MINNESOTA STATE UNIVERSITY MANKATO

Pre-Nursing Student Handbook

Welcome

The Nursing Advising Team welcomes you as you begin your academic and professional journey of becoming a nurse. The Pre-Nursing Student Handbook is an essential resource for you to read and understand the advising structure, program requirements, policies, and resources that comprise your pre-nursing years.

University Advising Mission & Values

We guide and empower students in developing meaningful educational goals by providing personalized, comprehensive academic advising and support. We model and uphold an appreciation of different perspectives, backgrounds, and identities as an integral part of an inclusive learning environment in which all students can thrive.

As student success champions, we value:

- Intentional, comprehensive, collaborative advising and advocacy;
- Holistic development and empowerment of students through equitable support and guidance; and
- Ongoing proactive relationships with students demonstrating compassion and care.

Structure

The Nursing Advising Team is the assigned academic advisor for all students pursuing admission to the nursing Pre-Licensure program. The Nursing Advising Team has an open advising model. Nursing majors are not assigned to a particular individual, but rather have the choice to work with any of the nursing advisors. Once admitted to the Pre-Licensure Program, students will be reassigned to a nursing faculty member for academic advising and support until graduation.

Services & Support

The Nursing Advising Team offers a variety of services to current students. This includes, but is not limited to, individual and group advising, weekly walk-ins, parallel planning, informational sessions, early/mid-term alert outreach, nursing progression assessments, long term planning, and student engagement events. The [Pre-Licensure Program Advising](#) webpage is an essential source to bookmark and access for critical information and resources.

The Nursing Advising Team is available for individual appointments (in-person & ZOOM) every day from 9-4pm, with some occasional evening options. Appointments may be scheduled for any reason, but generally pertain to academic planning, program requirements, policies, coursework, resources, and referrals.

Group Advising is required each term for first-year students to prepare for individual schedule checks and course registration. These sessions cover information pertaining to program requirements, policies, advising tools, major progression, and registration guidance.

Communications

The Nursing Advising Team utilizes MavMAIL for advising announcements and information sharing. Students are encouraged to send inquires to NursingAdvising@mnsu.edu or an individual advisor. Students are encouraged to check their MavMAIL once a day and create folders to store essential information. Folder suggestions: advising, financial aid, residential life, campus resources, events, ITSolutions, personal and one folder for each course you are enrolled in.

Appointments

Current students should use [MavCONNECT](#) to schedule advising appointments or contact the Allied Health & Nursing Advising Office (507) 389-6315 for assistance. The office is located on the 3rd floor of Wissink Hall, room 360.

Student Responsibilities for Advising

- Actively participant in the academic advising experience.
- Accept responsibilities for your decisions.
- Follow through with recommended actions and referrals from advisor.
- Provide advisor with accurate information about interests, abilities, and goals.
- Prepare for advising sessions in advance with questions and materials for discussion.
- Learn the application criteria, program requirements and admission ranking process.
- Utilize the available resources to enhance your learning and build autonomy.
- Check MavMAIL daily and respond promptly to foster professional relationships.
- Learn to access and interpret information in E-services including registration, billing, grades, and the Degree Audit.

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Disclaimer

Every effort has been made to ensure the accuracy of the material contained within this handbook. However, all policies, procedures, and program information are subject to change. The provisions of this handbook do not constitute a contract between the student, the college, or the School of Nursing. Students will be responsible for and held to changes in the Pre-Nursing Student Handbook. Pre-Nursing students will be notified of handbook changes.



Pre-Licensure Program SCHOOL OF NURSING

SAMPLE FOUR-YEAR PLAN OF STUDY

*BIOL 201 Anatomy & Physiology (4cr) *ENG 101 Foundations of Writing & Rhetoric (4cr) ~PSYC 101 Intro to Psychological Science (4cr) General Education-Goal Area 1B (3cr)	*BIOL 202 Anatomy & Physiology II (4cr) *STAT 154 Elementary Statistics (4cr) General Education-Goal Areas 6, 7 & Diverse Cultures (3cr) General Education-Goal Area 8 & Diverse Cultures (3cr)
*CHEM 111 Chemistry of Life Processes II (5cr) *KSP 235 Human Development (3cr) ~NURS 286 Relationship-Based Care (3cr) General Education-Goal Area 6, 9, & Writing Intensive (3cr) General Education-Goal Area 10 (3cr)	~BIOL 271 Principles of Microbiology (4cr) ~FCS 242 Nutrition for Healthcare Professionals (3cr) ~NURS 236 Family & Societal Inquiry for Healthcare Prof. (3cr) ~NURS 282 Pathophysiology for Healthcare Professionals (3cr)
NURS 310 Professional Nursing (3cr) NURS 311 Physiologic Integrity I (4cr) NURS 312 Pharmacology for Nurses (3cr) NURS 313 Assessment and Nursing Procedures (4cr) NURS 317 Nursing Simulation & Procedures I (1cr)	NURS 350W Critical Inquiry in Nursing (3cr) NURS 351 Physiologic Integrity II (5cr) NURS 353 Psychosocial Integrity (3cr) NURS 356 Nursing Care of Families I: Perinatal, Sexual & Reproductive Health (3cr) NURS 357 Nursing Simulation & Procedures II (2cr)
NURS 410 Quality, Safety, and Informatics in Healthcare (3cr) NURS 411 Physiologic Integrity III (5cr) NURS 413 Population Focused Care (3cr) NURS 416 Family Transition in Vulnerable Populations (2cr) NURS 417 Nursing Simulation & Procedures III (1cr) NURS 426 Nursing Care of Families II: Pediatric/Adolescent Health (3cr)	NURS 450 Nursing Leadership and Management (3cr) NURS 451 Physiologic Integrity IV (4cr) NURS 456 Societal & Global Health: Implications for Families in Crisis (2cr) NURS 457 Nursing Simulation & Procedures IV (1cr) NURS 458 Professional Role Integration (3cr)

Admission to Pre-Licensure Program

Application for admission to the Pre-Licensure Program is a separate process, and in addition to Minnesota State University, Mankato admission. Program admission is competitive; meeting minimum requirements does not guarantee acceptance. Application periods occur twice year. Application deadlines are always the fourth Friday of fall and spring semester.

Application Criteria

1. A minimum total cumulative GPA of 3.0 on a 4.0 scale
2. Completion of required Core Pre-requisites with a minimum C grade.

Pre-requisite Courses

Nursing pre-requisite courses must be completed with a minimum C letter grade.

Core Pre-requisites must be complete prior to program application.

- BIOL 201 Anatomy & Physiology I
- BIOL 202 Anatomy & Physiology II
- CHEM 111 Chemistry of Life Processes Part II
- ENG 101 Foundations of Writing & Rhetoric
- KSP 235 Human Development
- STAT 154 Elementary Statistics

Support Pre-requisites must be complete prior to starting program.

- BIOL 271: Principles of Microbiology
- FCS 242 Nutrition for Healthcare Professionals
- NURS 236 Family & Societal Inquiry
- NURS 282 Pathophysiology for Healthcare Professionals
- NURS 286 Relationship-based Care
- PSYC 101 Intro to Psychological Science

Application Procedures

Students making application to the Pre-Licensure Program are required to submit the program application, complete the TEAS Exam, and participate in a group interview. Application packets are made available on the Pre-Licensure Program Advising webpage on November 15 and July 1 of the respective application cycle. The application deadline is always the 4th Friday of fall or spring term.

Admission Ranking

Each applicant pool is rank ordered using the Core Pre-requisite GPA, the total TEAS score and the group interview score.

- Core Pre-requisite GPA is 50%
- Total TEAS score is 25%
- Group interview score is 25%

The School of Nursing currently offers admission to the top 72 students from each applicant pool.

Admission Notification

Admission notification letters will be emailed on Wednesday, six weeks after the application deadline. All letters will be emailed to the applicant's MavMAIL address listed on the application. Admitted students are required to attend a mandatory Admission Advising session held the following week.

Admission

Full admission to the Pre-Licensure Program requires students to fulfill the following requirements prior to program start date:

- Certified as a nursing assistant and listed as active on a Nursing Assistant Registry in the United States.
- Completion of required Support Pre-requisites with a minimum C grade.
- Approval to work with patients without supervision from the Minnesota Department of Health Background check.

Admission Data

The following data should be used to inform and assist students with academic planning and major progression assessment. The data was compiled using the grades and scores from admitted students.

- Average Core Pre-requisite GPA: 3.4-3.6
- Average TEAS Examination Score: 77-78%
- Average Group Interview Score: 21.8 / 23

TEAS Exam

Purpose

The ATI Test of Essential Academic Skills (ATI TEAS) measures basic essential skills deemed most appropriate and relevant to indicate readiness and success in a nursing program. It is a computerized exam, administered by the School of Nursing and required for admission consideration.

Format: Multiple Choice, 170 questions

Time Limit: 209 minutes (about 3 ½ hours). Each subject area has a time limit.

Subject Areas:

- Reading - 64 minutes
- Mathematics - 54 minutes
- Science - 63 minutes
- English & Language Usage - 28 minutes

Scoring

The total score from the exam will be used toward the admission ranking. The total score is 25% of the ranking. There is no minimum score requirement.

TEAS Exam Policies

- The TEAS must be completed by the application deadline-fourth Friday of the semester.
- The TEAS is expected to be taken during the semester a student applies to the Pre-Licensure Program at MSU.
- TEAS exams must be taken in-person. ONLINE proctored exam scores will not be accepted.
 - Exception: ONLINE TEAS proctored exam scores earned prior to July 1, 2024, will still be accepted if they have not yet expired.
- TEAS scores are valid for one year.
- The TEAS may only be completed once a semester.
- If the TEAS is taken more than once a semester, the School of Nursing will only use the score from the first attempt.
- The highest valid TEAS score will be used toward admission ranking when attempts occurred in different semesters.
- Students may test in-person at another site. Official TEAS transcripts must be sent to the School of Nursing and received by the application deadline.

Registration & Payment

Registration & payment will be completed online through the [ATI Website](#).

Minnesota State University, Mankato offers the TEAS exam to Pre-Licensure Program applicants in the months of September and January. Available testing dates and times are listed in the application packet which is made available July 1 and November 15 of the respective application cycle.

Follow the [student instructions](#) to create an ATI account and register for the TEAS exam.

Registration for the TEAS will close at 12:00am, 24 hours prior to the exam date.

Preparation

ATI recommends approximately 6 weeks of preparation prior to taking the exam.

A variety of preparatory products and packages, ranging in costs, are available for purchase in the Online Store of your ATI account.

Students may also purchase Prep Products and find resources [HERE](#). ATI recommends students check out their [Facebook Page](#) for live TEAS prep events as well as previously recorded videos and their [ATI Student Blog](#).

Accommodations

Every attempt will be made to accommodate qualified students with disabilities. Students on file with Accessibility Resources are advised to contact the University Testing Center directly at TestingCenter@mnsu.edu for arrangements. Reasonable accommodations will be provided in accordance to the plan established with Accessibility Resources.

Published test dates on ATI's website does not guarantee accommodations are available for that session. In some circumstances, a separate testing date may need to be scheduled after the nursing application deadline, in consultation with the School of Nursing.

Group Interview

Pre-Licensure Program applicants must participate in an on-campus group interview for admission consideration. Each group interview may hold up to 5 students and will be conducted by two nursing faculty members.

After the application deadline, applicants will be contacted via email with interview information including available dates, times and sign up. Interviews will take place in September and February during the respective application periods. Sample interview questions will be provided after selected interview date and time is confirmed.

The purpose of the interviews is to evaluate the students':

- Ability to communicate independently and within a group.

- Ability to critically think and articulate their ideas.
- Professional behavior in demeanor, dress, and interactions.

POLICIES FOR PRE-NURSING STUDENTS

In addition to the student policies outlined in the Academic Catalog, the following policies are in effect for students pursuing application and admission to the Pre-Licensure Program.

A. Pre-Requisite Grade Requirement

All nursing Core and Support pre-requisite courses must be completed with a minimum C letter grade. Pass/No credit are not acceptable.

B. Standard Grading Scale

The standard grading scale uses straight A, B, C, D and F letter grades, in addition, faculty members have the option of using +/- for further differentiation of achievement. Every grade carries with it a certain number of 'quality points' used for GPA calculation.

Grade	Quality Points	Grade	Quality Points	Grade	Quality Points
A+	4.00	A	4.00	A-	3.67
B+	3.33	B	3.00	B-	2.67
C+	2.33	C	2.00	C-	1.67
D+	1.33	D	1.00	D-	.67
F	0.00				

C. Double-Letter Grading Scale

Some post-secondary institutions use the double letter grading system (e.g. AB, BC). To convert a double-letter grade to the standard scale, the School of Nursing uses the following calculations:

- Take the standard quality points for the first letter grade, and multiply by the course credit.
- Next, take the standard quality points for the second letter grade, and multiply by the course credit.
- Add the two outcomes together and divide it by double the amount of the course credit.
- Example: 4-credit course with AB letter grade**

$$A(4.0) \times 4cr = 16$$

$$B(3.0) \times 4cr = 12$$

$$(16 + 12) / 8cr = 3.5 \text{ quality points}$$

D. AP and IB Examination Scores

Minnesota State University, Mankato awards credit for Advanced Placement (AP) and International Baccalaureate (IB) Examinations. This credit may fulfill pre-requisite coursework with a passing letter grade.

- a. If an AP/IB exam score is used to complete a core pre-requisite, a letter grade will be assigned at the time of application to calculate the Core Pre-requte GPA.

AP/IB Score of 5 = A

AP/IB Score of 4 = B

AP Score of 3 = C

E. Repeat Core Pre-requisite

Core pre-requisites may only be repeated one time each (two overall attempts), regardless of letter grade. The School of Nursing will use the average grade from the two attempts to calculate the Core pre-requisite GPA for admission ranking. A withdraw from a Core prerequisite will be considered one attempt, and a (-0.33) quality point deduction will be assigned to determine the average grade.

Examples:

The average course grade is calculated by using the quality points assigned for each letter grade (see Policy B., Standard Grading Scale; Policy C., Double-Letter Grading Scale).

- 1st attempt at 4 credit course: C (2.0 quality points) = 2.0 X 4 credits = 8 GPA points
- 2nd attempt at 4 credit course: A (4.0 quality points) = 4.0 X 4 credits = 16 GPA points
- 24 GPA points/8 credits = 3.0 quality points
- In this example, the average grade for this 4-credit course will be 3.0, or a "B".

A withdraw (W) from a course will be considered one attempt at the course. A (-0.33) quality point deduction will be assigned when one of the course attempts is a W.

- 1st attempt at 4 credit course: W (-0.33 quality points) = (-0.33) X 4 credits = (-1.32) GPA points
- 2nd attempt at 4 credit course: B (3.0 quality points) = 3.0 X 4 credits = 12 GPA points
- 10.68 GPA points/4 credits = 2.67 quality points
- In this example, the average grade for this 4-credit course will be 2.67, or a "B-".

Exception: An exception to this policy applies to students who completed a Core pre-requisite during high school. These students may choose to repeat the course. This is their final attempt. The two grades will not be averaged. The highest of the two letter grades will be used to calculate the Core Pre-requisite GPA.

F. Course Substitutions

Course substitutions may be awarded when a transfer course was not determined equivalent, or an exact match, to a pre-requisite. The School of Nursing may award a substitution if the transfer course is determined to be comparable in nature, content, and level to the MSU pre-requisite course.

- a. It is the responsibility of the student to contact the Student Advising Director when seeking a course substitution. Students may be asked to provide a course description and/or course syllabus from the previous institution. Further consultation with the School of Nursing Chairperson may be necessary.
- b. If a substitution is granted, official paperwork will be completed, and a copy is given to the student for their records. The Registration Office processes all approved substitutions for official documentation on the Degree Audit Report (DARS).
- c. Once a substitution is approved, the Repeat Core Pre-requisite policy applies.

G. Course Waivers

Course waivers may be provided by the School of Nursing when students have satisfied course pre-requisites through other educational or employment experiences, which do not involve credit. A course waiver indicates students have the background necessary to continue in the academic program.

- a. Students inquiring about a waiver should meet with the School of Nursing Chairperson to discuss prior learning experiences. Additional materials that provide further explanation of the experience may be requested for full consideration.
- b. If a waiver is granted, official paperwork will be completed, and a copy is given to the student for their records. The Registration Office processes all approved waivers for official documentation on the Degree Audit Report (DARS).
- c. Waivers do not provide any college credit towards the degree and will not impact the Core pre-requisite GPA for admission. Students may need to take additional credit to meet the requirements of the program.

H. Pre-Nursing Appeals

- Students may petition the Pre-Licensure Program Committee when documentable extenuating circumstances affected their academic performance, and/or students become ineligible for program admission.
- Extenuating circumstances (situations outside of their control) may include the death of an immediate family member, a severe medical condition, or an unforeseen traumatic personal circumstance that affected progress in the pre-nursing curriculum.
- Students in violation of the Repeat Core Pre-requisite Policy, prior to university admission or declaration of nursing major, are not eligible to pursue admission to the Pre-Licensure Program or petition for appeal. This applies to incoming first-year students, transfer students and current university students.
- See Appendix A for complete policy and procedures.

I. 5-Year Limit for Core Science Pre-requisites

All core science pre-requisite courses (BIOL 201, BIOL 202, and CHEM 111) must be completed within 5 years of the program application deadline. Students with science credits older than five years will need to retake the applicable coursework. An appeal is not needed if courses are retaken due to 5-year limit.

J. Nursing Assistant Admission Requirement

All students admitted to the Pre-Licensure Program must be certified as nursing assistants and listed as active on a Nursing Assistant Registry in the United States. (See Appendix C)

K. English Language Proficiency Requirement

Applicants to the Pre-Licensure Program from non-English speaking countries must demonstrate minimum English proficiency requirements in one of the following ways:

- TOEFL iBT minimum score of 84 with a minimum speaking score of 26
- TOEFL PBT minimum score of 560
- IELTS overall score of 6.5 with a minimum of 6.0 on all modules

L. Minimum Grade Pre-req for NURS 282 and 284

Students must have a minimum grade of a C in both BIOL 201 and BIOL 202 to enroll in NURS 282: Pathophysiology for Healthcare Professionals.

M. Transfer Students from Other Nursing Programs

Students who wish to transfer to the School of Nursing from other nursing programs must meet the same criteria as all other students, including the cumulative GPA requirement.

A transfer student who has received two grades of “C-,” “D +/-,” “F,” “No Pass,” “No Credits,” or “Withdraws” from a nursing course or required related course(s) may not be considered for admission to the School of Nursing. If these courses have been retaken and successfully completed at another institution, the student will have to appeal to the Pre-Licensure Program Committee for admission. The student must include in their petition how they have changed at-risk academic behaviors and provide evidence of academic success to be considered for provisional admission.

A student who has been unsuccessful in another nursing program may not be considered unless she/he has had a least one quarter/semester absence from that program and has appealed to the Pre-Licensure Program Committee for admission. To be considered for admission, the appeal must be received at least by the second week of the semester PRIOR to the semester for which admission is requested.

Students who wish to transfer nursing credits from other nursing programs must provide course syllabi for the courses for which they are requesting transfer credits. These must document the number of credits and the number of contact hours spent in the classroom and in experiential learning. These documents must be submitted at the time of application and will be reviewed by the Pre-Licensure Program Director and by the Pre-Licensure Committee, who will determine if the courses for which the student is requesting credit are comparable. If these courses are not comparable, the student will need to retake the courses at Minnesota State University, Mankato.

N. Immunizations

Immunization requirements apply to all students admitted to the Pre-Licensure Program. This policy was taken from the Pre-Licensure Student Handbook, but pre-nursing students should be aware of these requirements as they prepare for admission to the program. Evidence of current immunizations and Mantoux tests is required by clinical agency partners and must meet the standards outlined below.

Tuberculosis Screening

Completion of a 2-step Mantoux (with the two skin tests being done 1-2 weeks apart) or a negative blood test (E.g., IGRAs: QuantiFERON-TB Gold or T-SPOT) will be done on admission. The student will then submit a 1-step Mantoux each following year they are in the program. If the Mantoux test is positive, a negative blood test documentation completed within the past year is required. Submitted document(s) must include the medical source name, dates, and student name.

If a student has a history of a positive tuberculin skin test (Mantoux), a subsequent negative chest x-ray report and negative SON Positive TB Screen Follow-up form are needed; the SON Positive TB Screen Follow-up form must be submitted annually.

Students with latent TB must have medical clearance to begin clinical courses. The SON Positive TB Screen Follow-up form must be submitted annually.

MMR Immunity

2 MMR vaccinations, or a positive titer result for all three diseases—measles (rubeola), mumps, and rubella. Submitted document(s) must include the medical source name, dates, and student name.

Tdap/Td Vaccination

Must have received one adult dose of Tdap (tetanus, diphtheria, and pertussis), or Tdap over 10 years ago with Td (tetanus) in the past 10 years. Submitted document(s) must include the medical source name, dates, and student name.

Influenza Vaccination

Vaccination for current flu season by September 30th annually, or a written medical exemption signed by a healthcare professional and approved by the clinical agencies the student is conducting clinicals. Submitted document(s) must include the medical source name, dates, and student name.

Hepatitis B Vaccination

A two or three dose series of Hepatitis B vaccine (2-dose series only applies when 2-doses of Heplisav are used at least 4 weeks apart), or positive titer blood test results. Submitted document(s) must include the medical source name, dates, and student name.

Varicella Immunity

Two vaccinations or positive titer blood test results. Self-reports of chickenpox immunity are not accepted. Should a titer not indicate immunity, the vaccine will need to be administered again. Submitted document(s) must include the medical source name, dates, and student name.

Covid-19 Vaccination

It is strongly recommended students get vaccinated for the COVID-19 virus. There are currently three options available:

https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fvaccines%2Fdifferent-vaccines.html

If students are not vaccinated, clinical agencies can deny student access to the clinical agency. Students may not be able to progress in the program. For some agencies, a booster may be needed. Documentation of COVID vaccination status (including which vaccine and vaccine administration dates) is to be uploaded into the student's SPS account. Documentation includes clinical name; 1 vaccination (Johnson & Johnson), or 2 vaccinations (Moderna or Pfizer-BioNTech) or declination form. Submitted document(s) must include the medical source name, dates, and student name.

Appendix A

PRE-NURSING APPEALS

POLICY

- Students may petition the Pre-Licensure Program Committee when documentable extenuating circumstances affected their academic performance, and/or students become ineligible for program admission.
- Extenuating circumstances (situations outside of their control) may include the death of an immediate family member, a severe medical condition, or an unforeseen traumatic personal circumstance that affected progress in the pre-nursing curriculum.
- Students in violation of the Repeat Core Pre-requisite Policy, prior to university admission or declaration of nursing major, are not eligible to pursue admission to the Pre-Licensure Program or petition for appeal. This applies to incoming first-year students, transfer students and current university students.

PROCEDURE

STEP 1

The student will request an appointment with a member of the Nursing Advising Team to review the policy, procedures, deadline, and application access.

STEP 2

The application will be submitted electronically with attached documentation verifying the extenuating circumstances. If no documentation is attached, the application will be considered incomplete and will not be reviewed. Students with medical extenuating circumstances are encouraged to have the Medical Verification Form completed by their healthcare provider.

STEP 3

The application must be received by the deadline communicated during the advising appointment. The pre-nursing appeal will be reviewed by the Pre-Licensure Program Committee, in consultation with the Student Advising Director. Student names and identifying information will be redacted before formal review by committee members.

STEP 4

The student will receive the appeal outcome via university email within 3-5 business days after the committee meeting.

The following information may be considered during review of the appeal:

- Total cumulative GPA.
- Core pre-requisite GPA.
- Progress toward degree.

- Number of course attempts in pre-requisite coursework.
- Academic courseload each semester.
- Academic performance at institutions outside of Minnesota State Mankato.
- Evidence extenuating circumstance is resolved and/or plans have been put into place to ensure success.

RATIONALE

This policy is intended to guide pre-nursing students through the appeal process to support them in advancing their academic goals. We understand a student might experience academic difficulty due to situations outside of their control. A record of failure to meet pre-nursing requirements and policies jeopardizes timely progression, admission to the program and completion of the nursing degree.



**MEDICAL VERIFICATION FORM
FOR PRE-NURSING APPEALS WITH EXTENUATING CIRCUMSTANCES**

Student: If a physical or mental health issue contributed to your academic performance or becoming ineligible for program admission, your healthcare professional should verify the extenuating circumstances explained in your pre-nursing appeal request.

Medical records are not required if this form is submitted.

Student Section: (The student submitting the appeal will complete this section)

Student Name: _____ Tech ID: _____

Student mavmail address: _____

Semester(s) impacted by condition being documented:

Fall _____ Spring _____ Summer _____; Fall _____ Spring _____ Summer _____

I hereby authorize my healthcare professional to document my case.

Student Signature: _____ Date: _____

Medical Personnel Section: (The medical provider will complete this section)

The student named above is requesting documentation of a physical or mental health issue which may have impacted their academic performance.

Provider Name: _____

Contact information: _____

Physical/mental health issue (brief description; attach additional pages if needed):

Date of onset of issue: _____ Duration of issue: _____

In your opinion, did the issue impede the student's ability to attend class? Yes No

Please list the dates when attendance may have been impacted: _____

In your opinion, did the issue impede the student's ability to complete coursework? Yes No

Please list the dates when coursework may have been impacted: _____

In your professional opinion, has treatment progressed to the point where resumption of coursework and attendance is a reasonable expectation for the student? Yes No

Provider Signature: _____ Date: _____