



## North Dakota State College of Science

### Temporary Medical Conditions and Military Leave Procedures

NDSCS is committed to supporting the academic success of all students and recognizes that some life events inhibit this process or necessitate a temporary leave of absence. Examples of life events may include but are not limited to: Temporary Medical Conditions (conditions that are expected to be resolved in a matter of weeks or a few months, e.g. accidental injury, severe illness, recovery from surgery, pregnancy, and parenting).

The Student Advocate will attempt to assist students dealing with unforeseen life events. A procedure is in place for Temporary Medical Conditions, Pregnant & Parenting, and Military Leave. Please refer to the procedure that is appropriate for your situation.

#### **Temporary Medical Conditions or Pregnant & Parenting Procedure:**

It is the student's responsibility to access and follow the procedure outlined below. Unlike services or accommodations approved for eligible students with disabilities, NDSCS is not obligated to provide "courtesy services" under the Americans with Disabilities Act (ADA). NDSCS cannot guarantee services will be provided in all situations. In the event a student is hospitalized/unable to contact individual faculty members, the student can contact the Student Success office at 701.671.3000. Office personnel will notify faculty members of the situation. *The notification does not mean the student will be excused from class or course deadlines.*

#### **Step 1:**

The student will be expected to make their own arrangements for academic and residential accommodations when possible.

#### **Step 2:**

If the student is unable to make their own arrangements for specific needs, the student can contact the Student Advocate at 701.671.2541 or [ndscs.studentadvocate@ndscs.edu](mailto:ndscs.studentadvocate@ndscs.edu) to arrange for assistance. The student will need to complete the Temporary Medical Conditions Accommodation Request Form. The student's healthcare provider must submit a supporting statement to [ndscs.studentadvocate@ndscs.edu](mailto:ndscs.studentadvocate@ndscs.edu) and include the following:

- Be communicated on office letterhead
- Identify the relevant information of the condition, including limitations such as "cannot walk more than 30 ft." and expected length of time for recovery.
- State an approximate length of time the student will be impacted, if possible.

### **Step 3:**

The student must submit a copy of their current class schedule along with the Temporary Medical Conditions Accommodation Request Form.

### **Step 4:**

The Student Advocate along with other appropriate departments who may need to assist the student will review the provided documentation and help the student with notifying faculty and appropriate departments.

If it is necessary for the student to withdraw from NDSCS, the student can initiate the process by contacting the Student Success Center at 701.671.3000.

In addition to filling out the Temporary Medical Conditions Accommodation Request Form, the student can contact the NDSCS offices listed below regarding specific needs.

### **Contact Information**

**Campus Police:** Request a temporary accessible parking permit

- Hektner Student Center 154
- 701.671.2233

**Student Health:** Medical Equipment such as wheelchairs/crutches

- Riley Hall 113
- 701.671.2286

**Students requesting accommodations for a permanent disability should register with Student Accessibility Services. For more information contact the Accessibility Coordinator in Old Main 230A at 701.671.2623 or [ndscs.accesibility@ndscs.edu](mailto:ndscs.accesibility@ndscs.edu)**

Campus maps for NDSCS Wahpeton and Fargo: <https://www.ndscs.edu/campus-map/>

### **Military Leave Procedure:**

Students who need accommodations for classes due to military deployment/activation may do so by contacting the School Certifying Official [ndscs.veterans@ndscs.edu](mailto:ndscs.veterans@ndscs.edu). **Students who wish to receive accommodations are required to submit a copy of their activation orders.**

Accommodation options may include, but are not limited to: withdrawal from course(s), dropping select course(s), requesting an Incomplete for course(s). These options are subject to academic policy; exceptions may be considered with the submission of activation orders. If accommodations are needed, NDSCS must be notified of orders in a timely manner.

*Please note that a change in your student status may result in a repayment to the Department of Veterans Affairs for any Education Benefits received during that time.*

State Board of Higher Education (SBHE) Policy 510: Rights of Students Called to Active Military Service: <https://ndus.edu/state-board-of-higher-education/sbhe-policies/500-heading-policies>; NDSCS Policy 510, encourages NDSCS to provide reasonable accommodations to students who have been called to active duty.

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