

October 1, 2009

To: Deans, Associate Deans and Chairs

From: Glen Tigert, Associate Registrar

Re: Student Absence Notification

Colleagues,

In response to the rising concern for H1N1 flu, the Office of the Registrar is now ready to introduce our newest self-service tool to the students, called Absence Notification. This tool was created in consultation with the Associate Deans (Academic) and is intended for students to self-report their flu-like illness and help Western manage the pandemic situation. As well, we will be able to use the Absence Notification to help facilitate student academic accommodation. This is consistent with Western's goals to minimize physical contact by ill students, to ease the burden on the health care system, and to monitor student absentee rates. Many other Ontario universities are managing this issue in a similar fashion.

For now, the Absence Notification self-service will replace the requirement for the Student Medical Certificate, for the flu only. For any other illness, students must follow normal procedures and will require a Student Medical Certificate for accommodation.

As the students begin to report their illness, daily reports will go to the Dean's offices or Graduate program offices. The reports will contain student number, name, program of study, e-mail, start date of illness, end date of illness, what academic requirement was unfulfilled during the illness and any other pertinent information the student enters. As is normally the case, each Dean's Office will retain authority over granting accommodation and the appropriate type of accommodation required.

Additional communications to students regarding this process may include articles on the Western Home Page, the Gazette, Western News and Faculty web pages. On October 5th, 2009, the Registrar's Office will send an e-mail communication to all students advising them of the new self-service feature and the "best practice" in using it.

To assist students in accessing the Absence Notification service in the Student Center student.uwo.ca, the link will be advertised liberally across Western's web pages. Students who have difficulty finding the service or who do not have access to the internet may call the Student Central Help Line at 519-661-2100 for assistance in completing the information.

Tomorrow we will also be communicating widely with all faculty members to inform them of the new process and explain how it will work. We have attached for your reference, a PowerPoint slide that we will also include in the communication to faculty

members. We hope that it will be of assistance to them in sharing this information in their classrooms.

When activities return to normal at Western, Student Medical Certificates will once again be required by the Faculties for academic accommodation due to illness.

If you should have any further questions please contact me directly at 519-661-2111 ext. 85989 or gtigert@uwo.ca.

Yours truly,

A handwritten signature in black ink, appearing to read "Glen Tigert". The signature is written in a cursive style with a large initial "G".

Glen Tigert, CMA
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