

ADMINISTRATIVE DIVISION STAF Student Affairs and Academic Support		POLICY NUMBER STAF 7.07
POLICY TITLE Validation of Student Visits		
SCOPE OF POLICY USC Columbia	DATE OF REVISION May 15, 2025	
RESPONSIBLE OFFICER Vice President of Student Affairs	ADMINISTRATIVE OFFICE Health and Wellbeing	

PURPOSE

Student Health and Well-Being has no authority to excuse a student from class or from meeting other academic requirements. Class excuses are not specifically granted for health care reasons. Absences for health care reasons are subject to the university’s official attendance policy.

DEFINITIONS AND ACRONYMS

As Applicable

POLICY STATEMENT

Upon the request of the student, the provider will complete a validation of visit form which the student can upload into the Student Advocacy Excused Absence/Missed Coursework Report. The student will have access to the documentation in the MyHealthSpace portal. Student Health and Well-Being will not provide validation slips concerning student-initiated self-care or treatment provided by others.

PROCEDURES

- A. Upon the patient request, Student Health and Well-Being will provide students with validation slips indicating the date and time that the student presented for health care and any limitations on class or other activity participation.
- B. Counseling and Psychiatry Services will provide visit verification information upon request of the client and completion of a medical information release form.
- C. Patients should request validation/verification documentation during the visit.
- D. Students are responsible for resolving with faculty members any unmet academic requirements or deficiencies which result from the absence.
- E. Students are responsible for scheduling health care visits during times that will have minimum impact on either class attendance or meeting other academic requirements.
- F. Students are responsible for obtaining verifications and other associated documentation concerning health services not provided by Student Health Services from the outside provider.

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
June 1, 1993	New policy approval
October 20, 2016	Policy content review for accuracy. Updating name change for Counseling and Psychiatry Services. No substantial revisions.
May 15, 2025	Revalidation with no substantive change