**PRO-U1300.02B PROVIDING PROOF OF COVID VACCINATION- STUDENTS**

**Action by:** Admissions, Registrar’s Office and Outreach & Continuing Education

1. **Notifies** students of requirement via email or mail from:
   a. Admissions for prospective/incoming students,
   b. Registrar’s Office for current/returning students
   c. Outreach & Continuing Education for their independently controlled programs

**Action by:** Student Health Center

2. **Provides** students with two options to satisfy requirement:
   a. Proof of COVID Vaccination Card, or
   b. COVID-19 Vaccination Waiver Request Form and access to COVID Education Course

**Action by:** Student

3. **Submits** COVID Vaccination Card or completed COVID-19 Vaccination Waiver Request Form and COVID Education Course Certification to the Student Health Center

**Action by:** Student Health Center

4. **Receives** completed paperwork and **reviews** the form(s):
   a. If COVID Vaccination Card submitted, **reviews** card to ensure vaccination series is completed.
   b. If COVID-19 Vaccination Waiver Request Form submitted, **reviews** for appropriate documentation including COVID Education Course Certification.

5. If insufficient documentation is submitted by student:
   a. **Notifies** student and **provides** further direction.
   b. **Determines** whether or not to grant additional time for student to submit completed documentation.