

## PROCEDURE

Effective Date: June 13, 2021

Authority: [POL-U1300.02](#)

### **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.