



Academic Affairs & Student Affairs

Office of Accessibility Services

4.4570 Return to Learn Concussion Policy

Contents

Policy Name	2
Purpose and Scope	2
Responsibilities	2
Policy.....	2
Policy Procedure.....	3
Exceptions to Policy.....	4
Policy Review	4
References and Related Policies.....	4
Related Policies.....	4
Exhibits	4
Document Review Log.....	4

Policy Name

4.4570 Concussion Return to Learn

Purpose and Scope

This policy defines return to learn policy and procedures for concussions for Alvernia University (“AU”). The policy is intended to provide the framework to support students through accessibility resources for course accommodations to enhance student success and student learning.

This policy applies to any Alvernia University student who seeks student accommodations as a result of a concussion. Concussions incurred by students may impact their ability to participate in course requirements, inhibiting success and learning. Appropriate diagnosis and accommodations assist students in bridging recovery from concussion to classroom and course engagement.

Responsibilities

Title or Role	Definition and What They are Responsible For
Director of the Office of Accessibility Services	Receives exceptions to the policy.
Senior Vice President of Academic Affairs and Provost and Senior Vice President of Enrollment Management and Student Affairs	Maintains and enforces this policy.
Senior Leadership Team	Serves as final approval for policy and assists with reviewing exceptions to the policy.

Policy

Following the diagnosis of concussion, cognitive and physical rest are often the first step. The amount of rest varies based on the individual. Communication among all who are in contact with the student is important. As more specifically set forth below, the Director of the Office of Accessibility Services in consultation with the student and with documentation from the student’s health care provider, will coordinate academic accommodations and will facilitate appropriate communication with faculty and staff.

Students should meet with a health care provider and thereafter present appropriate documentation of concussion diagnosis and treatment plan. If academic accommodations are recommended, the student is expected to contact the Office of Accessibility Services for an Alvernia accommodation letter. Faculty are responsible for adhering to the student’s accommodations based on communication from the office of Accessibility Services.

Policy Procedure

Student Concussion Management: Return to Learn Procedure

Step 1: Students who have incurred a head injury should seek medical evaluation from a Penn Medicine-Alvernia University Medical & Counseling Center provider or other licensed health care provider. If the student is an athlete, a medical evaluation must be initiated with Sports Medicine Athletic Trainers.

Step 2: Students with a diagnosed concussion must provide a diagnosis of concussion by a Penn Medicine-Alvernia University Medical & Counseling Center provider or other licensed health care provider including sports medicine provider if the student is an athlete to the office of Accessibility Services. Students may wish to discuss their condition with their faculty member or instructor, but they are not required to provide the diagnosis to a faculty member or instructor. If a faculty member has a concern regarding a student that may be related to post-concussion syndrome, the faculty member will notify the office of Accessibility Services. Post-concussion syndrome is the persistence of concussion symptoms diagnosed weeks after the initial concussion.

Step 3: The office of Accessibility Services will assist the student with the process of return to learn clearance, and will assist with classroom accommodations, as follows:

- a) Office of Accessibility Services meets with the student and develops temporary accommodations.
*Office of Accessibility Services will work with the student to implement changes to learning accommodations, as required and as necessary. It is the student's responsibility to notify faculty/instructors of any changes to the student's learning accommodations.
- b) Office of Accessibility Services will forward Accommodations form letter to all faculty.

Step 4: Students will work with a licensed health care provider (NP, PA or physician) or Sports Medicine Athletic Trainer (if an athlete) to routinely assess return to learn, and office of Accessibility Services will be kept informed of student progress based on health care provider assessment. Accommodation form letter will be updated every 2 weeks until cleared and forwarded to all faculty.

Step 5: Resumption of a student's full cognitive and physical activity is based on the release from a licensed health care provider (NP, PA or physician) or Sports Medicine Athletic Trainer (if an athlete). See Appendix A for accommodation form letter for details of clearance and consent to release.

Approved versions of these policies will be posted on the AU Portal.

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

Academic Affairs and Enrollment Management and Student Affairs policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

References and Related Policies

This section contains any 3rd party standards, guidelines, or other policies referenced by this policy.

Related Policies

N/A

Exhibits

[Concussion Accommodations form](#)

[Policy and Procedure Exception Form](#)

Document Review Log

Date Reviewed		Description of Changes
3/15/24		Initial Draft
5/9/24		SLT Approval