

LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Student Affairs

AREA: Student Health

Authenticity of Medical Documents Submitted by Students
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I. POLICY

- A. Medical requirements set forth by the State of Texas and Lamar University exist for the well-being of each student and the entire Lamar community. Medical documents submitted to Lamar University, especially those required for admission to Lamar, will be reviewed for authenticity. If the authenticity of a document is in question, the Office of Student Conduct and Care Services will be notified to evaluate the need for disciplinary action.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of the Texas State University (TSUS) Rules and Regulations, Chapter VI, Subparagraph 5.2.14, Student Conduct and Discipline, and Lamar University's Code of Student Conduct.

III. POLICY ROLES AND RESPONSIBILITIES

- A. Student Health Center
 - 1. The custodian of medical records examines documents' authenticity.
- B. Student Conduct and Care Services
 - 1. This office determines if disciplinary action needs to be taken.

IV. PROCEDURES

- A. Staff in the University's Student Health Center will verify documents submitted by a student for authenticity through scanning document QR codes, comparison with other documents, and checking for signs that a document has been altered.
- B. If a student submits an altered or forged document, the Student Health Center will readminister the medical service to the student to facilitate the student's enrollment in classes. If the unauthenticated document is not found until after the student has registered for classes, a hold will be reinstated. The Student Health Center will then inform the student that they must meet the medical requirement before enrolling in the next semester.
- C. The Student Health Center will submit an electronic report to Student Conduct and Care Services for evaluation and possible disciplinary action per TSUS policy.

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V. REVIEW AND RESPONSIBILITY

Responsible Parties: Vice President of Student Affairs and Strategic Initiatives
Associate Vice President of Student Affairs and Strategic Initiatives

Schedule: Every three years on or before the date the policy was last revised and/or approved.

VI. APPROVAL

Dr. Freddie Titus	09/20/2024
Vice President of Student Affairs & Strategic Initiatives	Date
Dr. Jaime R. Taylor	09/22/2024
Lamar University President	Date

POLICY LOG

Version	Date	Description of Changes
1	09/09/2024	Version created.
	09/22/2024	Version approved by President.