



Policy on Academic Accommodations for Mild Traumatic Brain Injury (mTBI/Concussion)

Section 1. Scope

This policy applies to all students who suffer a concussion during the academic year and need classroom accommodations as a result.

Section 2. Purpose

The purpose of this policy is to outline the procedures that students must follow when they have sustained a concussion and need classroom accommodations as a result of that injury.

Section 3. Definitions

- A. Concussion: According to the CDC, a concussion is a type of traumatic brain injury - or TBI - caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells. A concussion can cause the following signs and symptoms:
 - i. Headache
 - ii. Nausea or vomiting
 - iii. Dizziness
 - iv. Altered mental status
 - v. Change(s) in mood - increased depression, anxiety, irritability
 - vi. Amnesia
 - vii. Difficulty concentrating or focusing
 - viii. Light or sound sensitivity

- B. Short-Term Accommodations: temporary classroom accommodations that may last up to 14 days from the time of injury, such as increased time and extensions/make up option for tests and assignments, attendance modifications, etc.

- C. Long-Term Accommodations: temporary classroom accommodations that are needed beyond the initial 14 days (i.e. incomplete grade) or accommodations that might require a student to drop or withdraw from a class after the deadline or to apply for a medical leave.

Section 4. Procedure

Should a student of Saint Mary's University of Minnesota incur an injury where a concussion is suspected or diagnosed, the following procedure should be followed in obtaining reasonable academic accommodation:

- A. If a concussion is suspected, the student meets with a medical provider who should complete the [treating provider form](#). The student is then responsible for insuring that the treating provider completes the form and returns it to Access Services at:
 - i. accessservices@smumn.edu - Students at the College
 - ii. accessservicesgpp@smumn.edu - Student at the Schools of Graduate and Professional Program
- B. If a concussion has been diagnosed, the student sends the provider who diagnosed the concussion the [treating provider form](#). The student is then responsible for insuring that the treating provider completes the form and returns it to Access Services at:
 - i. accessservices@smumn.edu - Students at the College
 - ii. accessservicesgpp@smumn.edu - Student at the Schools of Graduate and Professional Program
- C. Access Services then emails the student's professors and advisors to inform them of the accommodations granted. A copy of that email should also be sent to residence life. Possible accommodations include, but are not limited to, the following:
 - i. Limit or restrict noisy classroom activities
 - ii. Allow sunglasses/hat in classroom
 - iii. Seat student away from window
 - iv. Dim light, pull shades
 - v. Provide a quiet space for tests
 - vi. Allow extra time to complete assignments and tests
 - vii. Allow recording of class
 - viii. Rest breaks during class or tests.
- D. If a student needs long-term accommodations, lasting longer than 14 days, additional documentation may be required by Access Services. Any student seeking the continuation of accommodations for a mTBI/concussion from a faculty member beyond 14 days, should be referred to Access Services. Faculty members should not provide accommodations for more than 14 days absent additional contact from Access Services.