

## Immunization Compliance Procedures for Students Effective July 2023

Xavier partners with numerous institutions to provide our students with comprehensive and fulfilling academic experiences. Xavier's partner institutions may require immunizations and vaccinations in addition to those required for all Xavier students. External partner institutions reserve the right to require these immunizations as a condition of accepting Xavier students to engage at their clinical settings sites, including but not limited to clinical work and field experiences. Students may seek an exemption to any required immunization and vaccination as a condition of their enrollment and/or academic progress. Exemptions may be requested for medical or religious reasons.

In the event that Xavier approves an exemption request, students must be aware that external partner institutions may not recognize the immunization exemption. In such circumstances, Xavier will take reasonable steps to find an alternative external placement but cannot guarantee that such a placement will exist for each external setting. Further, an exemption may result in a student's inability to complete the program in the required timely manner and/or become eligible to sit for the national certification exam, and/or preclude employment at some sites upon graduation.

### Providing Evidence of Vaccinations

All full-time undergraduate and all international incoming students must provide evidence of all University required vaccinations ([click here for additional information](#)) or have an approved exemption on file through the platform at [Med+Proctor](#). *There is a \$10 one-time administrative fee to MedProctor* that will provide lifetime access to your immunization data that can be shared with others as you designate.



### Step One: Register

Visit Med+Proctor and select *register* to start a new account. Type in your Xavier University email address to get started, and follow the directions to complete your profile.

### Step Two: Download

Fill out any required personal or medical information. Download the required forms and follow the directions provided. If you are uploading a certified copy of immunization records (and not using the form provided by Med+Proctor), please be sure that the record has your provider's office stamp on it and the provider's signature or signature of the office designee.

### Step Three: Upload

Log back into your MedProctor account and upload a copy of your forms. Make sure your forms are complete and legible. You will receive an email confirmation once the forms have been reviewed.

### Questions and Support

If you have difficulty using MedProctor, you may contact MedProctor between 8 a.m. and 5 p.m. Monday through Friday. During these hours, you can live chat with their support agents directly from their [support site](#) or while you are completing your student workflow. This feature is located at the bottom right of the screen on either Med+Proctor site.

You may also email [help@medproctor.com](mailto:help@medproctor.com) with your issue, and this will create a ticket for their support agents to take care of you.

### **Risks and Benefits of Immunizations**

Visit the [Center for Disease Control's Vaccine Safety page](#) for information about immunization safety, benefits, and risks.

### **Requesting an exemption to Immunization requirements**

#### **MEDICAL EXEMPTION REQUESTS**

- If a student cannot meet the immunization requirements for qualifying medical reasons, the student must complete a Medical Exemption Request Form. The signature of a medical provider with one of the following credentials is required: MD, DO, Nurse Practitioner, or Physician Assistant. The request form is available through the [Med+Proctor website](#). A student's philosophical or ethical concerns regarding the vaccine will not meet this requirement.
- ❓ To request a medical exemption from any vaccine requirement, students will need to complete the following steps:
  1. Visit [Med+Proctor](#) and sign into your account or select "register" to create a new account and enter your Xavier University email address to create your profile.
  2. Download the Medical Exemption Request Form from the "Documents" page.
  3. Complete Section A with your student identification information, signature, and date.
  4. Have Section B completed and signed by a health care provider with one of the following credentials: MD, DO, Nurse Practitioner, or Physician Assistant.
  5. Upload the completed and signed request form to the Med+Proctor site by selecting "Supporting Documentation" from the drop-down menu.
- ❓ The University will review and make a final decision regarding this request.
- ❓ Students will be notified in writing of the outcome of their vaccine medical exemption request. The University reserves the right to require further documentation to facilitate a response to this request.

#### **RELIGIOUS EXEMPTION REQUESTS**

- ❓ If a student is unable to meet the immunization requirements due to religious beliefs, the student must complete a Religious Exemption Request Form. The signature of a notary public

will be required on the request form, which is available through the [Med+Proctor website](#). A student's philosophical or ethical concerns regarding the vaccine will not meet this requirement.

- ❓ To request a religious exemption from any vaccine requirement, students will need to complete the following steps:
  1. Visit [Med+Proctor](#) and sign into your account or select "register" to create a new account and enter your Xavier University email address to create your profile.
  2. Download the Religious Exemption Request Form from the "Documents" page.
  3. Complete Section A with your student identification information and date.
  4. Complete Section B if requesting an exemption by responding fully to each of the six questions provided. NOTE – answers to the questions must be provided in a separate file.
  5. Have the completed Religious Exemption form signed by a Notary Public. NOTE – you will need to sign the form in Section A and at the bottom of the form in the presence of the Notary.
  6. Upload the completed and notarized request form to the Med+Proctor site by selecting "Supporting Documentation" from the drop-down menu.
  7. Upload the file with your responses to religious exemption questions to the Med+Proctor site by selecting "Supporting Documentation" from the drop-down menu.
- ❓ The University will review and make a final decision regarding this request.
- ❓ Students will be notified in writing of the outcome of their religious exemption request. The University reserves the right to require further documentation to facilitate a response to this request.

More detailed information regarding the University's vaccine requirement for students can be found at <https://www.xavier.edu/health-wellness/health/immunizations>. Additional questions can be directed to [sullivanm25@xavier.edu](mailto:sullivanm25@xavier.edu).

For questions about immunization exemptions, please contact 513-745-3041.