

## POLICY CONCEPT FORM INSTRUCTIONS AND GUIDELINES

**All policy proposals – including new policy concepts, proposed revisions, or suggested repeals – must be submitted via this form to the Office of the University Secretary with appropriate supporting information and documents.** Completed submissions are forwarded to the President’s Policy Advisory Council (PAC), which ensures proper routing through the policy-making process. (See UO Policy I.03.01 for more information.)

**Please keep the following definition of a university policy in mind as you develop your concept:**

*A University Policy (“Policy”) is a policy that (1) has broad application or impact throughout the University community, (2) must be implemented to ensure compliance with state or federal law, (3) is necessary to enhance the University’s mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board [of Trustees] or the President [of the University] as a University Policy.*

*A policy establishes rights, requirements or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.*

**To help facilitate as smooth a process as possible, please consider the following:**

1. Consult as many stakeholders as possible *prior to submitting* your concept. A primary role for the PAC is to ensure that appropriate offices, departments or groups are consulted.
2. Run your concept by the Office of General Counsel (OGC) *prior to submission*. OGC review is a required step in policy-making.
3. Please use the proper template for revisions or a new concept. The existing policy template (revisions) or a blank template (new concepts) can be obtained from the Office of the Secretary by emailing [uopolicy@uoregon.edu](mailto:uopolicy@uoregon.edu).
4. A “redlined” version of your concept is required for proposed revisions.
5. Include any appropriate related resources. Links are preferred, but supplemental documents are of course acceptable for items not online. Examples include:
  - Other policies or procedures related to, overridden by, necessary as a result of, or otherwise affiliated with your concept
  - Statutory or regulatory citations
  - Necessary notations or a summary of changes if changes are numerous or not obvious when reading the submitted template

Please email [uopolicy@uoregon.edu](mailto:uopolicy@uoregon.edu) if you have any questions.

# POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Steve Robinson, Student Services and Enrollment Management
Current Title/# (if applicable):	Assistant Vice President and Chief of Staff
Submitted on Behalf Of:	Student Health Center
Responsible Executive Officer:	Roger Thompson

**SELECT ONE:**  New Policy       Revision       Repeal  
*Click the box to select*

**HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT:**  Yes       No  
If yes, which attorney(s): Missy Matella

## GENERAL SUBJECT MATTER

*Include the policy name and number of any existing policies associated with this concept.*  
**OAR 580.011.0005 Student Health Services**

## RELATED STATUTES, REGULATIONS, POLICIES, ETC.

*List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.*

**None known**

## STATEMENT OF NEED

*What does this concept accomplish and why is it necessary?*

**This revision was needed to synchronize current practice and policy.**

## AFFECTED PARTIES

*Who is impacted by this change, and how?*

**Student Health**

## CONSULTED STAKEHOLDERS

*Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.))*

<b>Name</b>	<b>Office</b>	<b>Date</b>
<b>Kevin Marbury/Kathie Stanley</b>	<b>Student Life</b>	
<b>Missy Matella</b>	<b>General Counsel</b>	
<b>Student Health Advisory Council (SHAC)</b>		
<b>Risk Management Services</b>		



### REASON FOR POLICY

This policy contains matters pertaining to student health services.

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### ENTITIES AFFECTED BY THIS POLICY

All students; employees who interact with the above mentioned matters

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### WEB SITE ADDRESS FOR THIS POLICY

<https://policies.uoregon.edu/student-health-services>

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### RESPONSIBLE OFFICE

For questions about this policy, please contact the [Office of Student Life at 541-346-3216](#) or [University Health Center at 541-346-8393](#).

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### ENACTMENT & REVISION HISTORY

Technical revisions enacted by the University Secretary on September 2, 2015.  
Became a University of Oregon Policy by operation of law on July 1, 2014.  
Former Oregon Administrative Rule Chapter 580 Division 11, Section 0005.

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### POLICY

(1) The University of Oregon (University) shall operate or provide student health services to safeguard the health of students through health education, medical treatment of injuries and diseases, and limited counseling services.

(2) Student health services supported by student fees shall be made available to full-time and part-time students who are enrolled in courses taught by University faculty and who have paid the health service fee adopted by the Board.

(3) The University may also provide health services to:

~~(a) Participants in on-campus, noncredit workshops and programs sponsored by the University;~~

(ab) Participants in on-campus, ~~noncredit~~ workshops and programs sponsored by the University or under a lease or contract with an off-campus organization;



~~(c) Participants in on-campus workshops and programs sponsored and taught by off-campus organizations under a lease or contract with the University;~~

~~(d) Other persons on an emergency basis;~~

(be) Persons, during the summer, who were registered for and paid the health fee the previous spring term, intend to register for the upcoming fall term, and pay a fee equal to the fee charged to regularly enrolled summer term students. Sign-ups shall be held during a period in spring term designated by the director of ~~health services~~ the University Health Center.

~~(f) Health service fees charged to these categories of users shall not be less than the current fees charged full-time and part-time students prorated according to the period of use.~~

(c) One-time limited follow-up visits, as defined by the University Health Center, for continuity of care for students transitioning out of the University.

(d) Faculty and staff (including pre-employment testing for new hires prior their first day of employment), on a full-cost-reimbursement basis. These services are limited and will be defined by the University Health Center. They, and must not interfere with the provision of health services to students, and will be defined by the University Health Center.

(ed) Other persons on an emergency basis, as defined by the University Health Center.

~~(4) Except as provided for above, no other health care services will be provided by the University Health Care Center and will be defined by the University Health Center.~~

(54f) Health service fees charged to these categories of users shall not be less than the current fees charged full-time and part-time students prorated according to the period of use.

(654) Charges may be made for prescriptions, laboratory services, immunizations and other special services in accordance with regulations adopted by the University.

(765) The ~~student health services~~ University Health Center will neither pay for nor be responsible for bills from private physicians or private hospitals, except in cases of advance contractual arrangements made by the University.

(8) This policy has the force of law and may be appealed by students and staff through the applicable grievance procedures. Community members seeking to appeal this policy may file an appeal with the Executive Director of the University Health Center.



UNIVERSITY OF OREGON

**POLICY 580.011.0005  
STUDENT HEALTH SERVICES**

~~(6) Except as permitted by this section, University executives may authorize faculty and staff (other than residents, interns and graduate assistants) are not eligible to use student health services operated or provided by the University. University executives may authorize that limited services, such as immunizations, injections and emergency services, be provided faculty and staff on a full-cost-reimbursement basis.~~

**RELATED RESOURCES**

[UO Grievance Procedures  
https://policies.uoregon.edu/grievance-procedures](https://policies.uoregon.edu/grievance-procedures)

Commented [MM1]: Insert link to grievance procedures.