

# Vaccine Extensions or Waivers



Students unable to receive one or more required vaccines due to a temporary or permanent medical condition must request an extension or waiver, with supporting documentation, no later than two weeks prior to the vaccination due date. Untimely requests or documentation may result in processing delays that could cause the student to miss clinical rotation(s).

**Approval of an extension or waiver request does not guarantee clinical placement. Students must adhere to the vaccination requirements of the clinical site. If no clinical site can be reasonably found that will accept the approved extension or waiver, the student will not be able to complete the course and may not be able to continue in the program.**

**For INFLUENZA, *allergic reaction ONLY*:** The *Influenza Vaccination Exemption Request* form for the active flu season (September – March) is updated annually and is usually available by the end of September.

- Contact [clinicalcompliance@mercycollege.edu](mailto:clinicalcompliance@mercycollege.edu) in September to request the form for that year's active flu season.
- Student must provide dated, signed documentation from a physician/primary care practitioner stating they are unable to receive the vaccine due to an allergic reaction. PLEASE NOTE: an egg allergy is not an approved exemption if the egg-free version of the vaccine is available.

## **Extension/waiver requests require completion of all the following steps:**

1. Student must request the following documentation from a physician/primary care practitioner:  
Dated and signed documentation (can be on letterhead or prescription pad) specifically stating:
  - the vaccine(s) that the student is unable to receive;
  - the reason (e.g., pregnancy, documented history of allergy, etc.); AND
  - the specific date when the student can receive the vaccination; OR
  - the physician's recommendation that the student should NOT receive the vaccination(s) because the reason is permanent.
2. Student must email documentation to [clinicalcompliance@mercycollege.edu](mailto:clinicalcompliance@mercycollege.edu) with a request for either an extension of the due date OR a waiver for the vaccine(s).
3. The Clinical Compliance Coordinator will review the information and ask the student for any necessary clarification. For exemption requests, the student will also be required to complete the *Student Influenza Vaccination Exemption Request* form and/or *Waiver Request and Acknowledgment* form. Forms will be forwarded to the student by the Clinical Compliance Coordinator.
4. Student must email completed form(s) to [clinicalcompliance@mercycollege.edu](mailto:clinicalcompliance@mercycollege.edu).
5. If the request is approved, the Clinical Compliance Coordinator will update the requirement(s) in the student's CastleBranch account and will communicate the student's request for an extension or waiver to the appropriate clinical coordinator. The clinical coordinator will then undergo a reasonable search to find the student a clinical placement(s) that will accept the student's approved extension or waiver. The clinical coordinator will communicate the search results with the student.

## **NOTES:**

- If a student has not been released by a physician/primary care practitioner to receive the vaccination(s) by the extended due date, updated documentation with a new due date must be emailed to [clinicalcompliance@mercycollege.edu](mailto:clinicalcompliance@mercycollege.edu).
- *Influenza Vaccination Exemption Requests* forms must be completed each flu season, but the physician/primary care practitioner's note only needs to be submitted with the **first** request.