

DIN **2180-1-01**
Title of Policy: **Immunization Requirement**

Policy

In conformance with M.S. 135A.14 (2000 revision) Northwest Technical College requires an immunization record be submitted from the following learners:

- *learners born after 1956 who did not graduate from a Minnesota high school in 1997 or later; and
- *learners registered for more than one class for a full semester.

The immunization record submitted must indicate the month and year the learner was immunized against measles, rubella and mumps, after having attained the age of 12 months. The immunization record must also indicate the month and year the learner was immunized against diphtheria and tetanus within ten years of first registration at the institution.

Learners registered for non-credit, corporate credit or Distance Education courses only are exempt from submitting the required immunization record unless the course requires on-campus lab, internship, clinical or other on-campus contact for the purpose of completing coursework.

Time Requirement: All immunization records must be submitted prior to being accepted.

Medical Exceptions: An immunization record is not required if the learner submits to an administrator a statement signed by a physician that shows:

1. the learner did not receive an immunization for medical reasons;
2. the learner has experienced the natural disease against which the immunization protects; or
3. a laboratory has confirmed the presence of adequate immunity.

Additional Exception: If the learner submits a notarized statement that the learner has not been immunized as required because of the learners’ conscientiously held beliefs, the immunizations are not required. Northwest Technical College shall submit the notarized statement to the Commissioner of Health.

Immunization Record Files: Northwest Technical College shall maintain an immunization record for each learner for at least one year from the time of original filing. Immunization records will be maintained in a separate medical records file. The Department of Health and the local Board of Health in whose jurisdiction the institution is located may inspect immunization records.

Additional Immunization Requirements: Learners in certain majors may be required to submit additional immunization records besides those indicated within this policy.

Purpose

To protect learners from being exposed to communicable diseases.

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Approved: Dr. Quistgaard	Date: 5-13-04	Check here if policy should appear in campus handbook:		<input checked="" type="checkbox"/>

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Dean	Ensure compliance with policy.
Learner	Submit required immunization information.
Enrollment Clerk	Inform applicants of need for immunization documentation. Receive immunization record and check for completeness.
Registrar	Maintain separate immunization file.

Supporting References

Listed below are college document(s) that support this policy:

Compliance References

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

M.S. 135A.14

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