REASONABLE EXTENSION OF ATTENDANCE POLICY

Students are expected and encouraged to attend class. Faculty has a right to establish attendance policies. However, if a student has a disability that may occasionally impact her/his ability to attend class and/or complete assignments and tests at the scheduled time, flexibility in attendance is considered an appropriate accommodation. Hopefully, a student’s disability will not interfere with attendance; however, if the student has disability related absences during the semester, the accommodation allows for flexibility in attendance policies and make-up work. The number of allowable absences depends on the interactive or participatory nature of a course, or is based on department, college or accrediting agency rules.

If attendance is determined to be essential, then students need to work with the instructor to determine the maximum time that can be missed before compromising the integrity of the course/program. In most cases, the instructor will require a minimum of 70% class attendance. However, depending on the nature of the class (labs, graduate level, group projects, etc.) the instructor may require 80% to 90% class attendance.

STUDENT’S RESPONSIBILITIES

- Student provides appropriate documentation of a disability to Disability Access Services.
- Student discusses impact of his/her disability with the Disability Access Coordinator/Advisor.
- If deemed an appropriate accommodation, flexibility in attendance is added to the student’s eligibility. Student schedules an appointment to meet with the professor to determine a reasonable number of absences for the class and to establish a specific plan for making up missed work.
- Student and instructor complete the appropriate form through DAS online services.
- Student will contact the professor (not DAS) as soon as possible to inform the professor that the absence was medically necessary.
- Student will adhere to the agreed upon plan and complete make up work within the agreed upon alternate timeline.
- Student will contact the DAS immediately with any questions or concerns.

PROFESSOR’S RESPONSIBILITIES

- Professor meets with student during scheduled appointment to discuss flexibility in attendance and to determine a reasonable number of absences for the course and develop a specific plan for making up missed work.
- Professor and student complete the Reasonable Extension of Attendance form through DAS online services.
- Professor will maintain the essential standards/learning outcomes of the class.
- If the student notifies professor of a disability related absence, professor will return student’s voice mail/e-mail as soon as possible and verify the agreed upon alternate time line for make-up work.
- Professor will contact the DAS immediately with any questions or concerns.

DAS RESPONSIBILITIES

- DAS discusses accommodation needs with the student and reviews student’s documentation. If reasonable, Disability Access Coordinator/Advisor establishes that flexibility in attendance is an appropriate accommodation.
- DAS will, if necessary, help faculty and student develop a plan for completing make-up work.
- DAS will address student/faculty questions and concerns regarding accommodations.

CONSIDERATIONS WHEN DETERMINING REASONABLE EXTENSION OF ATTENDANCE
- What does the syllabus say about attendance?
- If you do have an attendance policy, do you require all students to provide a doctor’s note if absent?
- Is attendance factored into the student's final grade?
- What is the “time in seat” expectation for this class?
- Are students required to actively participate in class discussions/activities?
- How is participation figured into the final grade?
- How are students expected to interact with each other (in class, group work outside of class, via Blackboard/e-mail)?
- Is the material being learned in the class sequential? Does each week’s material build on the material learned in the previous week(s)?
- Are there other lab or class sections the student could attend to catch up on missed material?
- What policies exist for making up missed exams, pop quizzes? Turning in late work?
- Does the class use Blackboard?
- Could missed assignments be turned in via discussion board/e-mail?
- Are tests to be taken at a specific time and place, or is there a window when the test can be taken?
- Is it possible for students to “work ahead” in this class?
- Students with disabilities that affect attendance often do not go to the doctor when feeling poorly and might not be able to provide a doctor’s note for each absence.