

## **ATTENDANCE (1210) AND DEADLINE MODIFICATIONS (1126)**

Students who experience **brief, periodic flare-ups** from a chronic physical or mental condition/disability may require modification to deadlines or attendance. In some cases, an individual's physical disability may require deadline extensions depending on the assignment and due dates (e.g. a student who is blind and taking a math class).

Attendance and deadline adjustments must be reasonable and are not intended to address lengthy absences/extensions or common colds and illnesses. Determinations of reasonable accommodation are based upon the interactive process and individual course design.

The Access Office will work with students and instructors in developing a plan to modify the attendance, deadline and participation policies. **These agreements should be completed as early in the semester as possible, ideally within the first few weeks of the course, prior to any missed material.**

### **STUDENTS NEED TO KNOW**

- Instructors are not obligated to re-teach missed material.
- Instructors will not waive essential or fundamental course requirements regardless of student's disability.
- All students will be graded according to the criteria in the syllabus.
- Unlimited absences will not be permitted.
- Communication with the instructor is essential; they are not obligated to modify attendance requirements until the student presents an Instructor Notification memo.
- Instructors have the right to request a doctor's note to **verify the absence**. Instructors do not have the right to obtain medical information.
- It may be difficult to accommodate attendance in a class that requires participation, hands-on, or lab-based activities.

### **FACULTY NEED TO KNOW**

- The decision to allow attendance or deadline modification is based on documentation of a chronic disability and its associated flare-ups or significant physical disabilities that impact selected courses.
- Attendance and deadline modifications apply to less than 10% of students served by Access.
- Deadline and attendance modifications **are** applicable to on-line instruction.
- Students who seek this accommodation may not need to use it while in your course but should discuss the possibility.
- Providing a welcoming and supportive approach when discussing accommodations will assist in the interactive process to determine reasonable modifications to your course.
- The Access Office is here to guide and support the decision-making process.

### **STUDENT RESPONSIBILITIES**

- Provide your Instructor Notification memo to the instructor at the beginning of the semester
- Discuss with your instructor how attendance, make-up exams, due dates and participation are designed in the course and what reasonable modifications can be made due to your disability.
- Notify the instructor regarding every absence due to disability—**We recommend notifying within 24 hours of the flare-up**
- If unable to contact each instructor, notify the Access Office
- Obtain the material and notes from missed classes
- Complete all assignments and examinations
- Meet all of the academic course requirements
- Be prepared to consider other options for the course if grades are affected by extended absences

### **COURSE WITHDRAWAL**

In cases where absences will affect the ability of the student to demonstrate skills required to pass the course, the student/Access Office will consult with the instructor regarding the advisability of a withdrawal from the course or courses.

In the event of a medical withdrawal,\* the student must follow the college's medical withdrawal procedures. Upon student request, the Access Office will help the student apply for a medical withdrawal.

\*Withdrawals prior to or on the established withdrawal date need not be processed as a medical withdrawal.