



Disability Access and Education

Modified Attendance Policy

Student Responsibilities

- Notify your professor as soon as possible in the event of a missed class
 - Before class if possible
 - Or by the end of the day of a daytime class
 - Or the next morning following an evening class
- Indicate to your professor that the reason for your missed class was due to symptoms related to your disability. No other explanation is needed.
- In the case of a true emergency or hospitalization, contact the Director of DAE with an explanation as soon as possible. The Director will then contact your professors to explain lack of communication and/or longer than usual absence, without revealing personal details.
- If you are missing a test, call or email your professor *before* class.
 - Make arrangements with your professor to make up the missed exam within 48 hours or the first day after a weekend.
 - Make an appointment for proctored tests with the Academic Success Center through the ASC Moodle page.
- Keep track of missed assignments, tests, and quizzes to be made up.

Professor Responsibilities

- Record absences as “excused” unless the absence exceeds agreed-upon limit.
 - Contact the Director to discuss instances of excessive absences or abuse of the accommodation.
- Allow make-up exams or quizzes as long as the student has submitted appropriate communication in advance of the test or according to negotiation with the Director.

Things to Keep in Mind

- In general, this accommodation extends the allowable absences listed in each course syllabus by one or two additional absences.
 - Lab classes must be made up according to syllabus policies.
 - Performance classes such as drama and music and activity classes must by nature of their essential elements maintain high levels of attendance and participation; thus, this accommodation allows only *one* additional absence.
- *Anything beyond this general allowance must be negotiated on an individual basis.*
- This accommodation requires that:
 - Students attend class regularly, arrive prepared for class, and be knowledgeable of course material previously covered.

- Students participate in all course requirements such as exams, assignments, and other coursework.
- Students complete the essential components and objectives of the course as stated in the syllabus.
- Students may only use this accommodation for disability-related reasons that are documented through DAE.
- An extended number of absences can make it difficult for a student to comprehend course material well enough to complete exams and assignments successfully.
 - The student may need to consult with an advisor if this is the right time, place, or program given the current situation.
 - If needed, the DAE office can provide information on a medical withdrawal from single or multiple courses if the student's current health status is adversely affecting performance.
- An accelerated program cannot tolerate modified attendance as an accommodation:
 - Any courses less than ten (10) meetings or sessions
 - Online courses—all students are expected to check in online every week.
 - Degree Completion—only one absence allowed for any reason and must be made up.
- Professional preparation courses such as student teaching, internships, and practicums should follow the organization's standard workplace practices on absences. Any exceptions or accommodations need to be worked out with the employer or supervisor.

Pregnancy/childbirth

- Title IX applies to pregnant and parenting students.
 - Please see [The Pregnant Scholar](#) or [The Department of Education](#) for more information.
- The Family and Medical Leave Act (FMLA) does not apply to students at post-secondary education institutions.
- Pregnancy may cause temporary disabling conditions causing discomfort or posing a health risk to either mother or baby.
 - If a one-semester (Traditional Undergrad) or one-session (Degree Completion/Graduate/English Language Program) leave of absence is needed before or after the expected due date, the student should consult with their doctor and provide documentation to the Disabilities Access and Education Office and the Registrar's Office.
 - If needed, temporary accommodations can be arranged with appropriate medical verification.