

Occasional Absences Policy

Each semester, students are required to complete accommodation letters for their courses in a timely manner to inform the instructor of the accommodations they wish to utilize in their course. Upon delivery of the letter, students are encouraged to speak with the instructor about how accommodations will be implemented in the course.

How to Request the 'Occasional Absences from Class' Accommodation

Students who are approved for the 'Occasional Absences from Class' accommodation must meet with a Disability Services staff member at the start of each semester to complete Accommodation Letters for their courses.

Students must deliver the Accommodation Letters to their instructors. At that time, students are advised to have a conversation about how the accommodation will be implemented in the course as well as determine a plan for communicating with the instructor if they will miss a class. Students should speak with the instructor about the implications that absences may have on meeting course requirements.

In the event of an absence due to their disability, the student should contact the instructor and Disability Services as soon as possible.

Students may be required to provide medical documentation verifying the absence to the Disability Services Office. Disability Services can provide verification of a disability which may address the legitimacy of an absence, however, the office cannot officially excuse absences.

It is up to the discretion of the instructor to determine whether or not they will accept late work, reschedule missed exams, or provide make up assignments.

Important Notes

'Occasional Absences from Class' does not mean unlimited absences.

It is possible that even with the 'Occasional Absences from Class' accommodation, there may be a point where students miss too many classes for a professor to determine they have demonstrated mastery of the course material.

Attendance policies are established by faculty at the college and at the departmental and individual level. Disability Services does not have a role in setting this policy.

The ultimate decision regarding absences and the resulting influence those absences have on grades is at the discretion of the instructor after close examination of the essential course requirements.

Withdrawing from a Class for Medical Reasons

If a student has missed a significant amount of class for documented medical reasons, s/he may attempt to withdraw from the course. If a student makes their decision before the withdrawal deadline, students may complete an ADD/DROP Form and submit it to the Registrar's office. If a student decides they would like to

withdraw from a course after the deadline, they should meet with a Disability Services Staff member to discuss the steps for Petitioning the Administrative Board for dropping a course past the deadline for medical reasons. Students will be asked to provide documentation as part of this petition process.

Note to Instructors

Instructors who are concerned with the number of absences a student has accrued are encouraged discuss these concerns directly with the student as early as possible.

Instructors are encouraged to include attendance and make-up policies in their syllabi in order for students to make informed choices regarding course selection.

Professors may contact Disability Services at any time if they have questions or concerns.