



Disability Access and Education

## Modified Attendance Policy

### Student Responsibilities

- If you do not receive a Modified Attendance Agreement for a class, please call or email Disability Access and Education office (DAE) as soon as possible in order for the accommodation to be used.
- Review each Agreement.
  - Request re-negotiations for any class if needed
  - Make note of
    - number of allowed absences per class
    - procedures for communicating with professors
    - policies for turning in late work
    - policies for making up missed quiz or exam
- **If we do not receive a request for re-negotiation within seven (7) days after the email was sent, the Agreement goes into effect as is.**
- Follow all terms of the Agreement.
  - Any absences not reported per the Agreement will be considered “unexcused.”
  - Any homework, quizzes, or exams not completed per the Agreement will be graded as zero (0).
- Keep track of missed assignments, tests, and quizzes to be made up.
- Complete work to make up for missed in-class learning if assigned by the professor.
- This accommodation requires that:
  - Students attend class regularly, arrive prepared for class, and be knowledgeable of the 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.
  - Students will contact the professor as soon as possible on the day of a missed class (except in cases of true emergency) to invoke use of the accommodation.

### Professor Responsibilities

- Review the proposed Modified Attendance Agreement sent from the DAE for each student.
  - Request a renegotiation if any aspect of the proposed Agreement would violate a fundamental element of your course



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- Please do not attempt to re-negotiate directly with the student as the Office of Civil Rights (OCR) has said this poses a power imbalance unfair to the student in securing appropriate accommodations.
- **If we do not receive a request for re-negotiation within seven (7) days after the email was sent, the Agreement goes into effect as is.**
- Record absences as “excused” unless terms of the Agreement have not been met regarding appropriate communication or exceeds agreed-upon limit.
- Allow make-up exams or quizzes if it follows the terms of the Agreement.

### Things to Keep in Mind

- Each accommodation must be “reasonable” and should be negotiated on a case-by-case basis. What is reasonable in one class could be unreasonable in another.
- Unlimited absences or open-ended modifications would substantially modify a face-to-face or blended course.
- An extended number of absences can make it difficult for a student to fully 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 internships and practicums should follow the organization/company’s standard workplace practices. Any exceptions or accommodations need to be worked out with the employer or internship supervisor.

### Pregnancy/childbirth

- Student pregnancy is covered by Title IX law.
  - Please consult Student Life for more specific information on this matter.
  - Student pregnancy is **not** considered a disability under the Americans with Disabilities Act (ADA).
- Pregnancy may cause temporary disabling conditions causing discomfort or posing a health risk to either mother or baby.
  - The student should consult with her doctor if a one-semester or one-session leave of absence is advisable before or after the expected due date.



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- If needed, temporary accommodations can be arranged with appropriate medical verification.
  - The student should contact the DAE office to discuss temporary accommodations.
  - Reasonable accommodations may include modified attendance, extended due dates, permission to leave class briefly, an ergonomic chair, etc.