



## Services for Students with Disabilities

### Modified Attendance

- Student Responsibilities
  - Arrange to meet with each professor in private to discuss the Modified Attendance Agreement.
    - As soon as possible at the beginning of the semester or following approval of the accommodation.
    - Five minutes before or after class is not an appropriate time to have a discussion with a professor whose mind may be on other matters.
    - Make an appointment during posted office hours.
    - Send a copy of the signed and completed Agreement to the SSD office
  - If you choose not to or neglect to turn in a completed Agreement,
    - Your professor may decide how many absences constitute a reasonable accommodation.
    - The SSD office will not be able to advocate on your behalf.
  - Follow all terms of the signed Agreement.
    - Any absences not reported per the Agreement may be considered “unexcused.”
    - Any homework, quizzes, or exams not completed per the Agreement may be graded as zero (0).
  - Keep track of missed assignments, tests, and quizzes to be made up.
    - Make arrangement to make up missed work:
      - Usually within three (3) business-days
      - Or by special arrangement
  - Complete work to make up for missed in-class learning if assigned by the professor.
- Professor Responsibilities
  - Meet with student in private to negotiate and discuss the Modified Attendance Agreement.
    - Communication between faculty and student is essential for this accommodation to be used responsibly.
    - Do not just fill out and sign the form without discussion of expectations.
    - Be willing to negotiate.
    - You may want to estimate the threshold of absences you have observed to be a limiting factor in student success.
  - If the student does not initiate a discussion of expectations or completion of the Agreement, you may choose a maximum number of absences allowed for any reason for this student as long as it is larger than the number allowed for all students.
    - Communicate this decision to the SSD office and we will reinforce your decision with the student.
  - Students’ right to privacy must always be respected.
    - In the process of negotiating an accommodation, do NOT ask a student to reveal a diagnosis.



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- Such a question can be perceived as a form of discrimination.
- Ask only how a disability affects a student's academic performance.
- Record absences as "excused" unless terms of the Agreement have not been met regarding appropriate communication or exceeds agreed-upon limit.
- Contact the SSD office if you need further guidance.
- Things to Keep in Mind
  - The phrase "modified attendance" is intentionally vague to allow room to negotiate appropriate accommodation in each situation.
  - Participation and activity courses will allow for very limited modification to maintain the integrity of the course.
    - E.g. music, drama, art, P.E., science labs, small-group discussion classes
    - A professor has discretion regarding allowing modified attendance for science labs – please consult SSD staff.
    - SSD recommends one to three (1 – 3) additional absences beyond maximum allowed for all students
  - Lecture-only courses may allow for more modification.
    - SSD recommends a minimum of two (2) additional absences up to a maximum of double the number allowed for all students as appropriate.
    - Some missed class sessions could be required to be made up with alternate assignments or activity equal to class time:
      - Response paper
      - Tutoring session
      - Additional reading
    - NO unlimited absences or open-ended modifications.
  - Either the student or professor may request a copy of the signed Modified Attendance Agreement on file for the student.
  - 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 his/her advisor if this is the right time, place, or program given the current situation.
    - If needed, the SSD office can help arrange for 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:
    - Degree Completion
      - Only one absence allowed for any reason and must be made up.
    - Online courses less than ten (10) weeks
      - All students are expected to check in online every week.



## Services for Students with Disabilities

- Pregnancy
  - Student pregnancy is not covered by the Family Medical Leave Act (FMLA) and is not considered a disability under the Americans with Disabilities Act (ADA).
    - Students are not entitled to maternity leave which is a benefit for employees under FMLA.
  - 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 leave of absence is advisable before or after the expected due date.
    - If needed, temporary accommodations can be arranged with appropriate medical verification.
      - The student should contact the SSD office to discuss temporary accommodations.
        - Reasonable accommodations may include modified attendance, extended due dates, permission to leave class briefly, an ergonomic chair, etc.
      - On occasion, a pregnant student may need to request an Incomplete grade for the semester.
      - If a high-risk pregnancy requires the student to take significant time away from school, the SSD office can help arrange a medical withdrawal for the semester.
  - If an expected delivery date is during a semester and no temporary accommodations have been authorized through the SSD office, the student should discuss the matter with the professor directly.
    - At an instructor's discretion, the following may be negotiated if appropriate to the course syllabus.
      - Temporary absence from class
      - Time to make up work
        - An Incomplete grade may be appropriate.
        - A student in a Degree Completion program may need to take one or two six-week sessions off until able to return to classes.
        - Consult with your advisor to adjust courses.