

Class Attendance and Expectations

Due to the nature of some disabilities, some students may need flexibility in regards to class attendance requirements or policies. Based on documentation of a student's disability and the requirements for reasonable classroom accommodations, the following information clarifies the accommodation and implementation procedures related to disability related absences for a student.

Student Responsibility

- All students, regardless of disability status, are responsible for fulfilling the essential requirements of a course. This includes meeting class attendance expectations, being punctual, and knowing and understanding the specific policies in regards to attendance and the make-up of any assignments, tests, etc. according to the course syllabus.
- Any student that may have a disability which may affect their ability to attend class regularly should register with Accessibility Resources to request flexibility with class attendance policies.
- Students who are given the accommodation for flexibility with class attendance are strongly encouraged to discuss this accommodation with each instructor at the start of the quarter. Students who present documentation after absences occur are only eligible for retroactive accommodations at the discretion of the faculty member.
- It is the student's responsibility to notify instructors about their inability to attend a class period(s). In extreme situations, Accessibility Resources can help to facilitate this contact.
- In order to have the absence documented as an accommodation, the student may need to provide a written statement (or medical documentation) that describes the disability related reason for the absence and this documentation will be placed in the student's file in Accessibility Resources.
- Students are responsible for making up any missed assignments and/or examinations. Every effort will be made to keep the student on task and maintain due dates and testing schedules.
- Students should not be penalized for documented absences related to a disability. Flexibility may be required in the acceptance of late assignments or tests.
- The absence must truly be related to the disability. Routine medical appointments, transportation difficulties, work-related activities do not apply to this policy.
- If the number of absences becomes significant and/or compromises attendance and participation requirements, the student and instructor need to meet and discuss whether or not it would be in the best interest of the student to withdraw from the course.

Faculty Responsibilities

- Instructors are strongly encouraged to state class attendance policies (if applicable) on the course syllabus.
- Instructors are responsible for determining policies regarding make-up work and missed quizzes and exams. This information should also be posted on the course syllabus.
- It is not expected nor required that instructors lower academic standards or fundamentally alter their course for academic adjustment purposes.
- Instructors have the ultimate decision in determining if class attendance and class participation are integral components of the learning process for the courses they teach. To avoid discrimination on the basis of a disability or claims of differential treatment, instructors should use the following questions developed by the Office of Civil Rights (OCR) as a guide when determining why attendance is or is not an essential aspect of a course:
 1. Is there classroom interaction between the instructor and students and among students?
 2. Do student contributions constitute a significant component of the learning process?
 3. Does the fundamental nature of the course rely upon student participation as an essential method for learning?
 4. To what degree does a student's failure to attend constitute a significant loss to the educational experience of other students in the class?
 5. What do the course description and syllabus say?
 6. What method is used to calculate the final grade?
 7. What are the classroom practices and policies regarding attendance? Is the attendance policy equally applied? Has the policy been modified for others or any exceptions made to the policy for non-disabled students?
- Instructors need to notify the Program Coordinator of Accessibility Resources at 732-5327 with any concerns.

Responsibilities of Accessibility Resources

- AR will review documentation and discuss any request by the student for flexibility with class attendance.
- AR will indicate flexibility with class attendance on the student's accommodation form. This will assist the student in initiating a conversation with each instructor.
- AR will not excuse the student or determine class attendance policies.
- AR will not normally inform the student's instructor(s) of an absence.
- AR will work with the student if necessary to obtain access to material covered in class during a disability-related absence.