

# STUDENT ACCESSIBILITY SERVICES



## Attendance Policy Modification Agreement Important Information for Faculty and Students

- **This form should only be used if the student has a current accommodation memo specifying eligibility for an attendance policy modification.**
- Please note that the Student Accessibility Services (SAS) office does not establish attendance policies.
- Students are always responsible for meeting the essential course requirements, and an attendance policy modification shall not compromise the course's academic integrity.
- In considering a student's request for attendance policy modification, faculty is encouraged to consider that the student has a chronic and unpredictable health condition which is documented with the SAS office. Students may choose to disclose medical information to faculty, but faculty may not require such.
- The decision to modify an attendance policy is based ultimately on whether such modification would alter the essential requirements of the course. These requirements are determined by the department's learning objectives for the course. In some cases, alternative methods can be substituted (e.g. writing a paper instead of making a presentation).
- If a student believes that a request for modification remains unresolved, the student may initiate a complaint with the Department Chairperson and should advise the SAS office. See below for further guidance.

### Guidelines Regarding Attendance Policy Modifications from the Office of Civil Rights

The U.S. Office of Civil Rights (OCR) states that requests for accommodations for absences due to a disability should be considered on an individual basis. The accommodation should be provided unless the accommodation threatens the integrity of the course as offered. If it is determined that attendance (as defined in the existing course syllabus) is an essential requirement and that a modification to the attendance policy would alter the integrity of the course, the faculty member is not required to make a modification. In such cases, it is important that the student and faculty member discuss the issue so that the student can then make an informed decision regarding alternatives.

The OCR provided the following guidelines to be used in considering whether attendance is an essential element of the course:

1. Are there classroom interactions between the instructor and the students and among the students?
2. Do student contributions constitute a significant component of the learning process?
3. Does the functional nature of the course rely on 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 the other students in the course?
5. What do the course description and syllabus say regarding attendance?
6. What are the classroom practices and policies regarding attendance?

**The student's modified attendance policy accommodation is not retroactive and is not effective until the agreement on the reverse side is completed and signed by both the student and professor.**

## Attendance Policy Modification Agreement

Student: \_\_\_\_\_ ID #: \_\_\_\_\_

Professor: \_\_\_\_\_ Semester: \_\_\_\_\_

Course #/section: \_\_\_\_\_ Course Title: \_\_\_\_\_

The professor should detail below the Attendance Policy Modification Agreement for the student and course listed above. Copies of the completed agreement are to be kept by the student, professor, and SAS.

Is there an attendance policy for this course? Yes No

If yes, will you allow an attendance policy modification for this student? Yes No

If yes, what is/are the modification(s)? (e.g. student will be allowed 6 absences, student must email and submit assignments electronically, etc.)

If no, how would a modification impact the integrity of the course?

Will you accept an assignment that is late due to a health-related issue? Yes No

If yes, when will the assignment be due? (e.g. the next class, within one week, etc.)

If this student misses a test or quiz due to a health-related issue, will you allow a make-up test? Yes No

If yes, when/how will the student make up the test? (e.g. the next class, within one week. etc.)

Signatures indicate an understanding of the policy information on the reverse side and an agreement to abide by the written attendance policy modification(s) listed above.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Professor Signature Date

Date copy returned to SAS: \_\_\_\_\_