

## **Guidelines on Accommodations for Attendance**

### ***Accommodation***

The purpose of this policy is to confirm that flexibility in attendance requirements may be a reasonable accommodation in certain situations because one's disability poses challenges with attending class. Students who are eligible for this accommodation remain responsible for meeting all competencies and demonstrating knowledge of the course material consistent with student learning outcomes. However, they may need to reschedule exams and/or be excused from classroom attendance policies, as an academic adjustment.

### ***Student Responsibilities***

- Submit a request for an excused absence as an accommodation to the DSPP counselor.
- Provide DSPP verification of the disability-related need for inconsistent attendance.
- Engage in an interactive process with DSPP. As part of that process it may be necessary to discuss other accommodations (i.e. reduced course load, asynchronous class).
- DSPP requires students to present the accommodation form and initiate a conversation with the instructor upon receiving DSPP approval for excused absences.
- Accommodations are not meant to be retroactive. There is no guarantee that absences that occur prior to the approval of this accommodation will be approved.

### ***DSPS Responsibilities***

Upon request by the student, DSPS will determine if the accommodation of the attendance policy is an approved academic adjustment through an interactive process with the student and will consider the following when making the determination:

- The nature and extent of the student's disability.
- How the student is impacted by the disability.
- The individual needs of the student, educational functional limitations, and circumstances surrounding this request.
- Any information provided by the student recommending that they receive an attendance accommodation.
- Relevant information in the student's college record.
- Additional documentation that the student provides
- If this accommodation would be a fundamental alteration of the course.

The DSPS counselor will confirm with the student and instructor the dates determined to be approved as an excused absence.