

*This guide is a tool for facilitating communication between faculty and students prescribed the attendance accommodation, "Notice of Student Absences." As with all accommodations, "Notice of Student Absences" supports curriculum requirements; meaning, the accommodation, could affect and be implemented differently for each course. This guide will assist in the understanding of the shared responsibility in effectively executing the accommodation in a timely manner.*

### Eligibility and Use of Disability Related Absences

Students prescribed the accommodation of "Notice of Student Absences" have disabilities that are episodic and/or unpredictable in nature. An attendance accommodation is intended for students unable to attend class due to the direct effects of a verified disability. Precedent indicates that faculty can apply reasonable attendance policies, regardless of disability, but only after engaging in a thorough process to determine the role attendance plays in a given course.

### Notice of Student Absences Accommodation:

- ⇒ Student must request accommodation before absences become an issue.
- ⇒ Faculty are required to provide a student's prescribed accommodations upon receipt of a Faculty Notification Letter. In collaboration with students, faculty should provide reasonable and clearly articulated guidelines for how students should notify instructors of related absences and make up any missed curriculum requirements (e.g., exams, assignments) as practicable.
- ⇒ Student is responsible for the course content, lecture notes and information presented the day of absence. The student needs to arrange how they will obtain this information. The AEC may be a resource to assist the student with this.

### Absences not related to this Accommodation

This accommodation does not apply to absences unrelated to student's disability (e.g., common illness, car trouble, etc.) Such absences should be addressed according to the syllabus stated attendance/absence policy. The student is responsible for following the faculty's syllabus regarding absences due to non-disability related issues.



**Faculty:** Consider the following when determining the number of approved absences in a course:

- ⇒ **Maximum** number of absences allowed for students in this course before affecting grade. *(Do not simply restate the number of absences allowed for all students in the course, be as specific as possible.)*
  - What is the mode of instruction of this course?
  - Are there classroom practices and policies (i.e., in the syllabus) regarding attendance?
  - Is the attendance policy consistently applied?
  - Are there classroom interactions between the faculty and students, and/or among students?
  - Do student contributions constitute a significant component of the learning process?
  - Does the course rely on student participation as a method for learning?
  - Does the student's attendance provide a valuable impact on the educational experience of other students in the class?
  - Is curriculum content only offered in class?

- Are assignments used as class content (e.g., problem sets due, peer previews) reviewed during lecture?

### **Attendance Accommodation is Determined Unreasonable in this Course**

If attendance can be justified as an integral part of how the course is taught and/or how learning is to be demonstrated and measured, there can be a point at which attendance cannot be reasonably accommodated. If at any point this occurs, the faculty and/or the student have any questions or concerns about the process and/or the provision of this accommodation, the AEC should be contacted immediately to address and resolve them.

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**Student:** Notify faculty of an absence as soon as possible, or within 24 hours, or as practicable, after the missed class(es).

- ⇒ Consult with Faculty to determine their preferred method of notification: Email, canvas message, or phone call.

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**Faculty/Student:** Discuss how and when assignments (e.g., homework/projects) that were due the day of the absence will be turned in.

- ⇒ Consult with Faculty to determine timeframe for delayed submission
  - consideration of assignment requirements, and;
  - original timeframe given for completion, e.g., within 48 hours of missed class, next class meeting, by last day of faculty, or other (*refer to #2 as absences may be longer than one class meeting*).

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**Faculty/Student.** Discuss how a missed quiz/test/exam, or in-class graded assignment will be made up.

- ⇒ **Student:** Notify faculty of an absence as soon as possible, or within 24 hours, or as practicable, after the missed class(es) (*refer to #2 as absences may be longer than one class meeting*).
- ⇒ **Faculty:** Communicate with AEC to confirm new date and time approved for rescheduled exam for in-person course; all other modes please refer to the [Distance Learning Accommodated Exams \[pdf\]](#) flow chart which provides a guide for navigating SJSU online proctoring tools for accommodated exams.

### **Rescheduled Exams or Alternate Assignments**

When a disability related absence occurs, a general rule to consider for determining a reasonable timeframe for a makeup or postponement of an assignment, paper, exam or quiz may be 24 to 48 hours, or, the equivalent of the time missed. In certain courses, it may be appropriate to consider an alternative assignment, reading, or project to make up for missed class discussions or projects. Other examples may include a due date extension, or re-scheduled quizzes or exams.

*Ability Redefined*

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