

NUMBER: OSDS 5.01

SECTION: Office of Student Disability Services

SUBJECT: Attendance Modification

DATE: July 1, 2013

Policy for: Office of Student Disability Services; Columbia Campus

Procedure for: Office of Student Disability Services; Columbia Campus

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Issued by: Office of Student Disability Services

I. Policy

At times the manifestation of a student's disability will impact their ability to attend classes on a regular basis. As such, requests for a modified class attendance policy are therefore considered on a case-by-case basis when an extenuating circumstance (e.g. disability-related hospitalization) is not present. This accommodation is requested each semester and is class-specific. Attendance modification is not always considered a reasonable accommodation and will be based on: submitted documentation, meeting with the student, and a discussion with the professor of the class in which the modification is requested.

II. Procedure

Students request accommodations upon applying for registration with OSDS. If indicated on the Student Application for Services, a discussion related specifically to attendance-related concerns will be engaged in during the student's orientation with their assigned Disability Resource Coordinator. Students may also request an attendance-related accommodation after they have registered as a student with a disability. Further documentation related to attendance may be requested to support the student's request for the accommodation.

In determining the reasonability of the accommodation, the following process will ensue:

- 1) Narrative information will be collected from the student regarding their challenges as they relate to class attendance in each of the classes in which a modification is requested. The student will also need to provide the syllabus for each class as well.
- 2) Supporting documentation will be reviewed and additional documentation may be requested.
- 3) The professors of the classes in which a modification is requested will be contacted to learn more about the prevailing attendance policy and the structure/format of the course.
- 4) Information will also be collected related to:
 - a. Is there classroom interaction between the instructor and students as well as between students?
 - b. Do student contributions constitute a significant component of the learning process?
 - c. Does the fundamental nature of the course rely upon student participation as an essential method for learning?
 - d. To what degree does a student's failure to attend constitute a significant loss to the educational experience of other students in the class?

- e. What does the course description and syllabus say?
- f. What is the method by which the final course grade is calculated?
- g. What are classroom practices and policies regarding attendance?

At the conclusion of collecting the necessary information, a decision based on the reasonability of the accommodation will be determined by the assigned Disability Resource Coordinator for the semester requested and class(es) indicated. This accommodation will be included in the Letter to Professors if the accommodation has been deemed reasonable.

This process will repeat for each semester and each class in which an attendance modification is requested.