

### **Information for Faculty Regarding Disability-Related Absence Accommodation**

This student is eligible for an accommodation for disability-related absences. The following information is being provided to ensure effective facilitation of this accommodation. Since this accommodation concerns attendance, it is important that the student and instructor discuss responsibilities and limitations of this accommodation in the event that this student is absent from class for disability-related reasons.

The discussion between the instructor and student should include:

- a) What the instructor considers to be a reasonable amount of absences in this class,
- b) The instructor's preferred method of being contacted and what he/she considers timely notification of the student's absence, and
- c) The time table to make up missed assignments and exams/quizzes, if applicable

The Student Disability Resource Center recommends that the details of this discussion be documented via email.

#### **Student Responsibilities when Absent**

The student is responsible for the following in the event that the student is absent from class because of issues related to his/her disability:

1. The student must inform the instructor each time he/she is absent due to disability-related symptoms within the time frame established by the instructor and student during their initial conversation.
2. The student is responsible for any work or exams missed due to an absence, and should make arrangements with the instructor to complete missed assignments and exams/quizzes in a timely manner.

#### **Limitations of the Policy**

The attendance accommodation does not allow a student to be excused from class for all disability-related absences. Instead, it allows the student a reasonable number of disability-related absences. The instructor determines what constitutes a "reasonable number" of absences in his/her class. Instructors should base this determination on course objectives and curriculum requirements.

An attendance accommodation does not cover frequent absences or being absent for long periods of time (even if these are disability-related). This accommodation may not be permissible where class attendance or participation is considered to be an essential component of the course by the instructor (e.g., in-class group projects, presentations, labs, etc.).

#### **IMPORTANT- Please note**

This accommodation begins when the student gives his/her accommodation letter to the instructor and has a conversation about the facilitation of this accommodation. The instructor is not required to retroactively provide accommodations.

Please contact the Student Disability Resource Center if you have questions or concerns about this accommodation at [disability@gcsu.edu](mailto:disability@gcsu.edu) or by phone at (478) 445-5931.