# Disability Resource Center Modified Attendance

## Instructor Responsibilities

**Some students with chronic health conditions that are episodic in nature and periodically worsen or unexpectedly “flare up” may experience legitimate barriers to class attendance and may need occasional exceptions to the class attendance policy.**

1. Consider adjustments to the class attendance policy without making fundamental alterations to the course design or essential components.

*The Department of Education’s Office of Civil Rights (OCR) has provided the following questions to determine if attendance is an essential part of a class:*

* What does the course description and syllabus say regarding attendance, making up missed tests, and/or accepting late work?
  + What elements of the class experience are used to calculate the final grade?
* To what extend is there classroom interaction between the instructor and students and among students?
* Does the fundamental nature of the course rely upon student in-class participation as an essential method for learning?
* To what degree does the student’s failure to attend class constitute a significant loss of the educational experience for other students in the class?

1. Student will reach out via email to set up a meeting to discuss the modified attendance accommodation. Respond as soon as possible to the student’s request. Have a conversation about modifications to attendance and confirm if modifying attendance is educationally feasible or if it will be necessary to consult with the DRC first.

Example questions to help guide the conversation with the student:

* + If attendance is factored into the final course grade, what adjustments can be made?
  + What is the maximum number of allowable disability-related absences without penalty?
  + Is there another section of the class the student may attend to catch up on missed material?
  + What allowances can be made if the student is absent on a day that an assignment is due?
  + Is there a timeframe within which a missed test or assignment must be completed?

1. When in doubt, request a consultation with the DRC to determine if modifying the class attendance policy would result in fundamental alterations to the course design. **Instructors Should Never Deny A Student’s Eligible Accommodation.**
2. Be prepared to provide a rationale about how modifying the class attendance policy is either not educationally feasible or how adjustments would result in changes to essential components of the course.
3. If reasonable adjustments can be made, work with the student to determine clear expectations of how classroom absences will be handled.
4. This accommodation is not active until an agreement has been uploaded to the student’s myDRC portal. It is the instructor’s responsibility to uphold ADA law. Review the full policy view the DRC [Policies and Procedures](https://www.cpp.edu/drc/accommodations-and-procedures/policies-and-procedures-links.shtml#1-q12) website.

## Student Responsibilities

**Some students with chronic health conditions that are episodic in nature and periodically worsen or unexpectedly “flare up” may experience legitimate barriers to class attendance and may need occasional exceptions to the class attendance policy.**

1. Request the accommodation in a timely manner at the start of, or as early as possible in the semester. Log on to DRC Online Services and submit an accommodation request by selecting *Modified Attendance* for each class in which it is needed. This will allow the DRC to email your notification letters to your professors.
2. Carefully review the syllabus for each course to be aware of requirements, including those regarding attendance, making up missed work, and submitting late work. Regardless of the medical condition or disability, the student remains responsible for keeping up with the class and completing all required coursework, including material covered or work that was done during an absence. Understand that, even with reasonable adjustments or accommodations, content learning and course grades could be negatively impacted by missing class meetings.
3. Email each instructor and request a meeting to discuss the possibility of modified attendance. Bring a laptop to the meeting with your instructor and input an agreement with specifics related to modified attendance for each class in which it is needed.
4. During your meeting, create a clear understanding of whether adjustments to attendance will be possible for the class. The following questions will be listed on the agreement. Once the agreement has been submitted the accommodations becomes active.
5. What is the class policy on attendance and make-up work?
6. Student is allowed a maximum of \_\_\_\_\_\_\_\_\_\_ additional absences (beyond the class policy limit) without penalty.
7. Student is allowed up to \_\_\_\_\_\_\_\_\_\_ day(s) to make up missed exams.

Example questions to help guide the conversation:

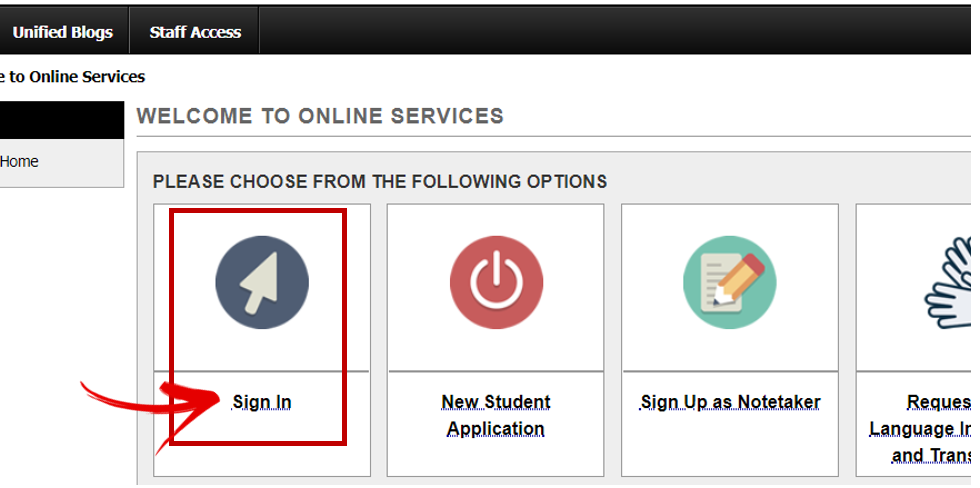
* What is the maximum number of allowable disability-related absences without penalty?
* What allowances can be made if the student is absent on a day that an assignment is due or a test is scheduled?
* Is there a timeframe within which a missed test or assignment must be completed?

1. Adhere to the agreed upon plan and complete the work within the alternate timeline laid out in the agreement. Make sure to notify the instructor right away when a disability-related absence has occurred. Designate an individual who has permission to contact the instructor on your behalf in the event that you are unable.
2. Unless agreed upon beforehand, an extension will not be automatically applied for work that is due on a day that the student is absent. If absences become excessive, students are responsible for initiating a request for course withdrawal or an incomplete grade from individual instructors who shall consider them on a case-by-case basis. Review the full policy on DRC’s [Policies and Procedures](https://www.cpp.edu/drc/accommodations-and-procedures/policies-and-procedures-links.shtml#1-q12) website.

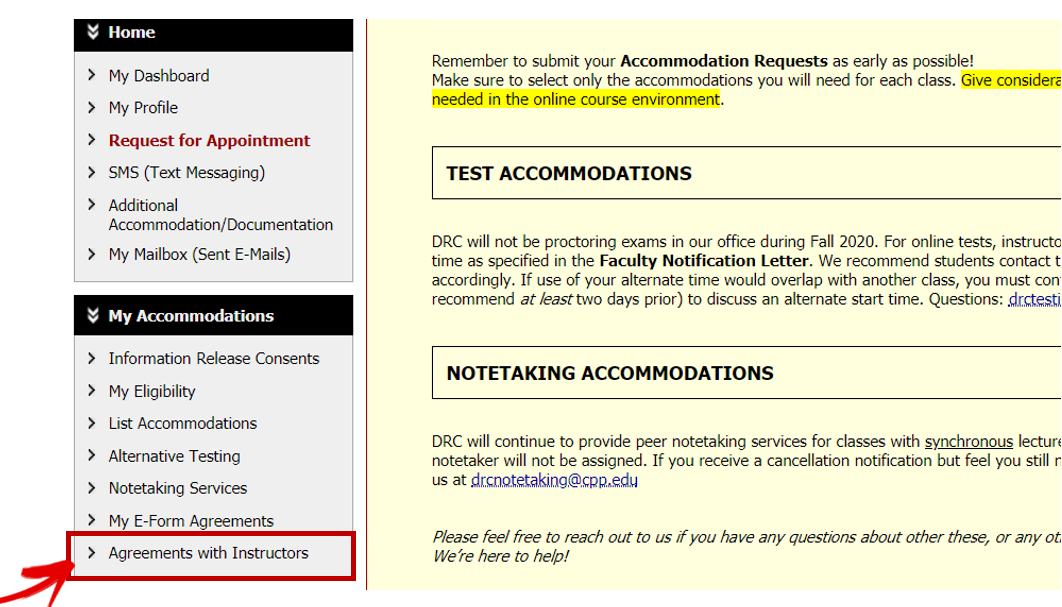
## myDRC Instructor Agreement Tutorial

The Instructor Agreement is available to be used when creating the Modified Attendance Agreement. Once the information is filled out, the student and professor will both receive a copy of the agreement via email. The Agreement form is only available to be filled out after the student requests to use the accommodation.

1. Student needs to log-on to DRC Online Services with Bronco username and password: <https://cascade.accessiblelearning.com/CPP/>

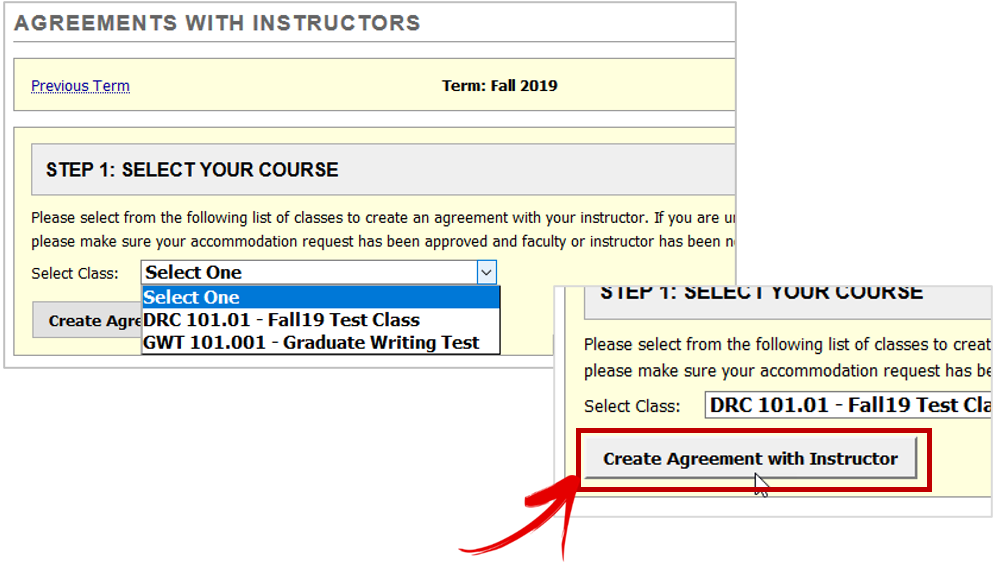


1. Select **Agreements with Instructors** under “My Accommodations” on the left.

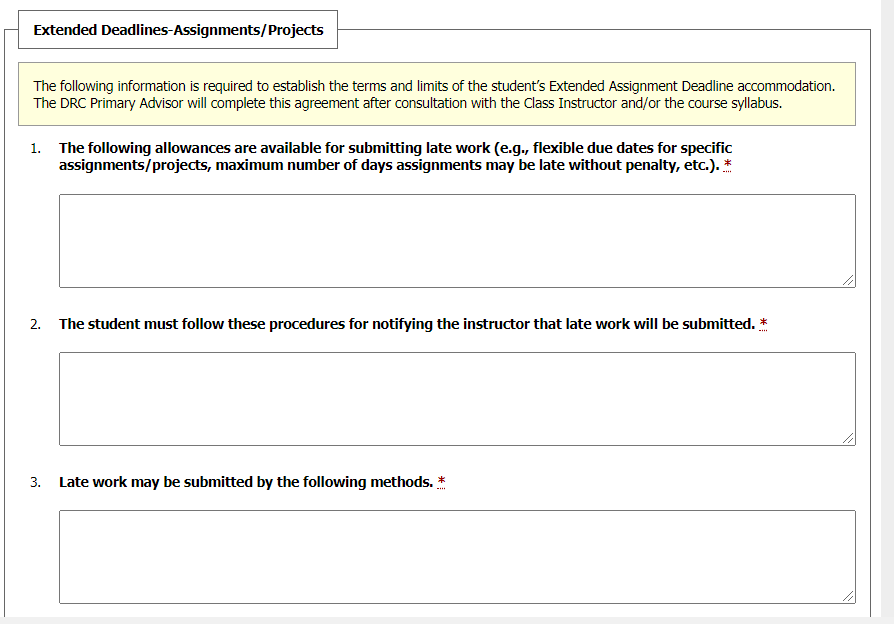




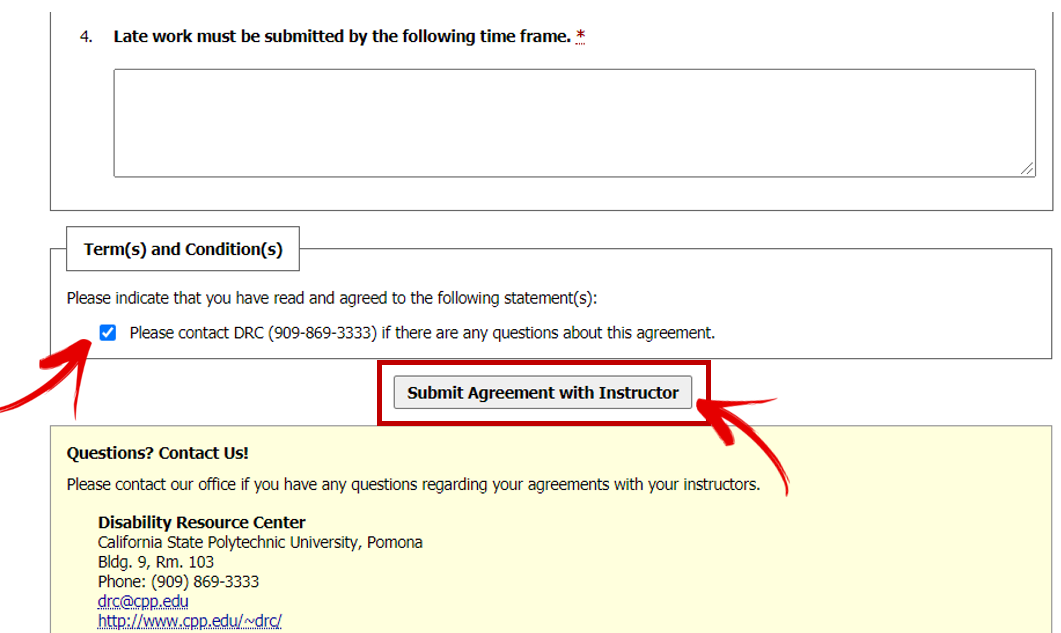
1. Scroll down to select the course & click on **Create Agreement with Instructor.**



1. Answer the questions to complete the **extended deadlines on assignments agreement**.



1. Check box under Terms and Conditions & click on **Submit Agreement**:



1. The instructor and the student will automatically receive a copy of the agreement via email when t