

## Attendance Guide

*Students can request an alternate version of this document by contacting Accessibility Services*

In the events of symptoms flaring up causing the student to miss classes, students need to contact their professor(s) and inform them of their absenteeism along with any missed academic obligations. Below is a sample email that students can use as a guide to inform professors of their absenteeism:

### Sample Email

**Subject line:** Missed class due to disability symptoms

**Body of the Email:**

Hello Professor **[insert last name]**,

As a student registered with Accessibility Services **[attach accommodation plan]**, I am eligible to be excused from classes up to X **[insert absenteeism limit]** times without academic penalty. The symptoms of my disability impact my ability to attend classes causing me to be absent unexpectedly.

Unfortunately, due to my disability symptoms flaring up, I was unable to attend the lecture on **[insert date(s)]** causing me to miss the in-class quiz **[or name any other academic requirement e.g. assignment, etc.]**. I am working towards returning to class on **[insert date]** and would like to request a make-up quiz either before or after class **[provide options]**.

I appreciate your help in this matter.

Thank you,

**[Insert Name and Student ID]**

### Limitations

An attendance accommodation does not excuse students from in-class academic obligations. Students with this accommodation are responsible for all academic requirements. Rescheduling tests/exams or modifying assignment deadlines is up to the professor's discretion. Being absent from class in some cases may impact student's grade especially if the class has an in-class evaluation component such as discussions, participation, etc.

This accommodation is subject to institutional standards and may not be appropriate in every circumstance for every student. In cases where attendance accommodation interferes with the essential requirements of the course or leads to excessive absenteeism, withdrawal or temporary leave of absence may be considered a reasonable alternative.

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### Professor's Role

- Do not subject the students' excused absences to penalty ordinarily enforced.
- Report extensive or unexcused absences to Accessibility Services (AS) and the Academic Advisor.
- Determine if attendance and participation are an essential requirement of the class and if so, would such an accommodation alter the student's ability to meet the objectives of the course.
- If excused absences interfere with the essential requirements of the course, contact AS for a consultation to explore a reasonable and equivalent alternative.
- Respond to student's request for incomplete academic obligations due to missed classes in good faith.
- Consult with AS to determine if and when an alternative arrangement for missed academic obligations would be appropriate.

### Limitations

Professors are not obligated to create extra work for either themselves or the student as a substitute for academic obligations missed due to absenteeism. However, they are encouraged to accept pending assignments, provide an arrangement for missed tests/exams, and consider opportunities to help the student mitigate the impact of missed classes on one's grade. Professors can contact AS to discuss alternatives that would be satisfactory for them and the student.