

Office of Student Accessibility Services
ADDITIONAL EXCUSED ABSENCES ACCOMMODATION

WHAT IS IT?

The purpose of the disability-related excused absences accommodation is to provide reasonable flexibility for students, if episodic and acute symptoms interfere with the ability to attend class.

WHAT IS IT NOT?

- Unlimited absences
- Retroactive requests
- A fundamental alteration of course requirements when attendance is an essential component. Please reference the following heuristics on our OSAS webpage under "[Attendance Modifications](#)" to determine whether class attendance is fundamental to course participation.

WHAT CAN I DO?

- Complete the [Attendance Agreement Form](#) with the student
- If reasonable, consider alternative methods of participation
- Maintain communication with the student
- Respect the privacy of students with disabilities
- Treat disability information as confidential

WHAT SHOULD I AVOID?

- Disclosing a student's disability or status with OSAS to others or speaking to the student about disability-related needs when others are around
- Requesting the student to provide a doctor's note to justify use of this accommodation
- Asking the student to disclose their symptoms or the details of their disability
- Assuming all students with disabilities share the same experiences

FACULTY, STUDENT, & OSAS PARTNERSHIP

- Students are encouraged to communicate with their instructors as early in the semester as possible so that there is a clear and shared understanding of how attendance may impact a student's ability to meet course requirements
- It is the student's responsibility to notify the instructor of a disability-related absence either before or after the missed class session, but in a timely, "as soon as possible" manner
- Instructors should engage in dialogue with the student regarding attendance expectations, using the form included above
- Instructors may request consultation with OSAS if they believe that disability-related excused absences would fundamentally alter an essential element of their class

