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

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