

STUDENT ACCESSIBILITY CENTER ATTENDANCE MODIFICATION POLICY

POLICY

Some disabilities may occasionally make it impossible for a student to attend classes on a regular basis due to episodic conditions of these disabilities. As such, requests for a modified class attendance policy are considered on a case-by-case basis.

Students may request this accommodation each semester. The number of excused absences a student is allowed may vary from course to course, and there are limitations to the amount of excused absences. The SAC considers accommodation requests for attendance modifications based on submitted documentation, discussions with the student, and a discussion with the professor of the course in which the modification is requested. Generally, the maximum number of absences for a student with this accommodation should be higher than the maximum number stated in the syllabus.

PROCEDURE

Students request specific accommodations upon registering with the SAC. If a student requests an attendance modification as an accommodation, the student's assigned Accessibility Specialist will conduct a discussion related to their request during an appointment with the student. Students can schedule this appointment with their Accessibility Specialist in Accommodate. If a student is already registered with the SAC, additional documentation may be required to add this accommodation to their record.

Initial Approval:

In determining the reasonableness of the initial approval of this accommodation, the following process will ensue:

1. The SAC will collect narrative information from the student regarding the impact of their disability as it relates to class attendance.
2. The SAC will review supporting documentation, and may request additional documentation.
3. The SAC will meet with the student to discuss the above materials and outline the process for requesting this accommodation each semester for each course (see below) if approved.

Implementation:

In determining the reasonableness of the implementation of this accommodation in each course, the following process will ensue:

1. Students will submit a semester request at the beginning of each semester.
2. The SAC will notify professors and students of the policy for implementing this accommodation upon receiving the student's semester request.
3. Upon receiving the student's accommodation letter, faculty will contact the SAC to define reasonable implementation of the accommodation in their course.
4. The SAC will contact the student to discuss the implementation of the accommodation.
5. The SAC will email the student and faculty to confirm the implementation of the accommodation.
6. The student will email their professor and the SAC to notify both parties of their absence within 24 hours of the absence when possible.
 - a. Example: "Hello Professor, I am reaching out to notify you that I will be/was absent on August 1 due to my disability. I have copied the SAC on this email if you have any questions or concerns about this absence."
7. The faculty member will contact the SAC as quickly as possible if they have any questions or concerns about this student's absence. If the faculty member does not respond to the student's email, it implies agreement with an excused absence for the student.
8. Upon receiving faculty response, the SAC will facilitate a conversation about the absence if necessary.

Note: If a student does not notify the SAC and the faculty member about their absence, the absence may not be excused. If a student finds that this accommodation is not being implemented according to their expectations or have other concerns, they should contact the SAC at (773) 508-3700 or sac@luc.edu as soon as possible.