

# Attendance-Related Accommodations

## Attendance Modification for Disability Related Absences

There may be instances when a student must be absent for class sessions due to an immediate disability-related need. As soon as the accommodation is formally requested by students in MyDSO, the student should meet with their instructor to establish a plan for use in the event that the accommodation is needed. Students with this accommodation must complete a student-instructor agreement form in MyDSO.

Key questions students and instructors must discuss include:

- How and when will the student contact the instructor in the event of a disability-related absence?
- Will alternate activities be assigned? If so, how long will the student have to complete them? How should alternate assignments be submitted?
- How many absences will be considered reasonable for a student with this accommodation?
- For in-person classes, is remote attendance possible on occasion if a student cannot make it to the classroom for disability-related reasons?

If an attendance policy is in effect for a classroom or lab-based course, the student will not be penalized for disability-related absences, and will have the ability to engage in some type of alternate activity to make up for time missed, if the instructor deems this necessary. The student is responsible for obtaining classroom/lab information presented during their absence.

Students with this accommodation will contact their instructor in advance of their absence, if possible, or within 48 hours of the absence if it could not be anticipated in advance. Instructors should not require students to submit a doctor's note regarding disability-related absences.

## Assignment Due Dates Extended if Needed due to Absence

There may be instances when a student needs extended time to complete assignments due to an immediate disability-related need. As soon as this accommodation is formally requested by students in MyDSO, the student should meet with their instructor to establish a plan for use in the event that the accommodation is needed. Students with this accommodation must complete a student-instructor agreement form in MyDSO.

Key questions students and instructors must discuss include:

- How and when will the student contact the instructor when an extension is needed?
- How will the new due dates be communicated?
- How will the student submit their work?

Once a new deadline is agreed upon, the student is responsible for meeting this deadline. If students miss their revised assignment deadline, faculty may grade them appropriately.

It is important to remember that this accommodation, like all accommodations, is not meant to be applied retroactively to assignments with due dates prior to when the accommodation was approved and requested by the student.

## **Test Rescheduling Permitted if Needed Due to an Immediate Disability-Related Need**

There may be instances when the student must take a test on an alternate date due to an immediate disability-related need. Instructors **cannot** require students to submit a doctor's note in these situations.

Students with this accommodation will contact their instructor in advance of the test date, if possible. If advance notice is not possible, the student is expected to notify their faculty as soon as they feasibly can, and no later than 24 hours from the original test date. If significant extenuating circumstances prohibit faculty communication within this time frame, the student will contact [dsotest@rit.edu](mailto:dsotest@rit.edu) for assistance.

The Disability Services Office Test Center is available to proctor make-up tests, if needed. The student and instructor should agree upon the date/time for the make-up test, then the student will contact the Test Center Coordinator directly at [dsotest@rit.edu](mailto:dsotest@rit.edu) to bypass the advance scheduling requirement.