

## Student Responsibilities

The student also has responsibilities in the accommodation process which include:

Maintain regular contact with the instructor throughout the entire semester regarding the status of their condition.

Notify the instructor and the Disability Services Office of any absences (in advance, if possible, or immediately after an acute episode).

Complete any missed work that occurs due to a disability related absence within the stated attendance policy.

Provide the Disability Services Office a copy of your syllabus for each of your courses, after the first disability related absence. This will help facilitate the implementation of your accommodation.

Contact the Disability Services Office to discuss options if your condition prevents you from attending class and/or completing coursework on a long-term basis.

### **DISABILITY SERVICES**

**734-384-4167**

[lal@monroeccc.edu](mailto:lal@monroeccc.edu)

## Class Attendance and Flexible Deadlines Accommodations

### Instructor Information

This semester, there is a student in your class who is diagnosed with a chronic health condition. When a student has a chronic condition with acute episodes, modifications to class attendance policies and deadlines may be appropriate and should be considered on an individual basis.

**Please note:** If the student can get the information from the book, homework or other ways, and could do well on the exams without benefit of the lecture and interaction, the Americans with Disabilities Act with Amendments (ADA-AA) indicates we cannot penalize him/her for missing classes when the absence is disability related.

The student still needs to meet the essential functions of the class (like everyone else), which may or may not include attendance in the classroom and meeting certain deadlines. In accordance with the ADA-AA, faculty should consider the following questions when determining if attendance or meeting a particular deadline is an essential function.

- Does the course rely on student participation as a method of learning? (consider the percent of overall points awarded for participation)
- Do student contributions constitute a significant component of the learning process?
- What does the course description and syllabus say about attendance and meeting deadlines?
- Are assignments part of the classroom learning experience on the day they are due?

If attendance and meeting certain deadlines are essential functions of the class, then the student must attend and adhere to the attendance policy and meet any deadlines as written in the course syllabus. Examples of a class where attendance is an essential function would be a lab, a language pronunciation course, a discussion-based class, or a class involving several student presentations.

**Instructors need to permit make up work when the absence or delay in submission of work is disability related and falls within the parameters of the stated attendance policy which may include tests/quizzes. The option to make up a test/quiz as part of a comprehensive final is not an appropriate accommodation. Any absences beyond the stated policy require an individual meeting with the instructor, student and a Disability Services Counselor to assess if the student can meet the essential functions of the class.**

Thank you for your cooperation and continued support of our students!