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**COLUMBUS STATE UNIVERSITY**  
*Attendance and Students with Disabilities*

Policy Name: Attendance and Student with Disabilities

Policy Owner: Center for Accommodation and Access

Responsible University Office: Director of the Center for Accommodation and Access

Approval Date:

Effective Date:

Revisions:

Policy Number:

Related Policies: Evacuation Guidelines, Disability Services and Accommodations Procedures, Grievance Procedure and Students with Disabilities, Off-Campus Programing and Internships, Personal Attendant, Physical Accommodations, Service Animals, Services to Students (SSD) Record Retention Policy, Temporary Disabilities, Testing Administration Procedures, and Emotional Support Animal

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## **II. PURPOSE AND SCOPE OF POLICY**

Attendance policies may need to be negotiated among the Center for Accommodation and Access, faculty, and students with disabilities. This document presents the expectations and limitations of accommodating students with disabilities as it relates to class attendance.

## **III. DEFINITIONS**

The definition of “**disability**” in the Americans with Disabilities Act (ADA) of 1990, P.L. 101-336 (July 26, 1990), as amended by P.L. 110–325 (September 25, 2008) draws substantially from existing legislation, namely Section 504 of the Rehabilitation Act of 1973, as amended, and the Fair Housing Amendments Act of 1988. The ADA defines disability with respect to an individual, as:

- a physical or mental impairment that substantially limits one or more of the major life activities of such an individual
- a record of such an impairment; or
- being regarded as having such impairment.

**"Major life activities"** is defined as an individual being limited in his or her ability to perform such functions as self-care, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, neurological, digestive, or respiratory.

#### **IV. POLICY SECTION**

The Center for Accommodation and Access does not excuse students with disabilities nor does it establish attendance policies. The Center for Accommodation and Access can work with students when their disabilities cause disability-related absences based on appropriate documentation from the student's health care provider. Disability-related absences apply to hospitalizations, illness-related to a disability, and lengthy treatment processes. This is determined on a case-by-case basis.

Faculty is responsible for determining the weight and importance of class attendance and participation. If a student is unable to attend classes for an extended period of time, then he/she is responsible for informing the instructor(s) of the reasons why he/she is not attending class. The faculty member determines if the attendance and participation are considered to be integral components to the learning process; and if the student is not meeting those requirements, then he or she may not be otherwise qualified to attend classes at that point in time. Similarly, faculty also determines policies regarding make-up work and misses quizzes and exams. Faculty is not required to lower or effect substantial modifications of standards for accommodation purposes.

#### **V. PROCEDURES**

Students who receive disability related absences will have Modified Attendance Agreements negotiated by the CAA for each class each semester. The process for Modified Attendance Agreements is as follows: the accommodation must be granted by CAA and included on the student's reasonable accommodation plan. Each semester, the student must confirm that they think they will need disability related absences each class, they do not have to use them for every class every semester. Then, CAA staff will reach out to the student's professors individually each semester to determine the number of absences, due date for assignments due on missed classes, and process for making up exams/quizzes (these terms should be made based on whether the absences and extensions would fundamentally alter the course curriculum). Once the professor has provided those terms to the CAA staff, CAA staff will provide those terms to the student; if the student agrees to those terms, the agreement will be entered between the student and professor. If the student doesn't agree, the CAA staff will discuss what the next course of action will be for that student in that class and how to best accommodate them. CAA staff is responsible for drafting and preparing the plan. It will require some assistance by all involved (student, CAA staff, and professor) to adhere to the agreement in monitoring absences; students will need to keep CAA staff and faculty members informed of their absences and quickly as possible after the missed class, if possible, before the course is missed.

Faculty should continue to make their attendance policies are clear so students can make informed choices about which courses to take and days to miss. Faculty should also apply

attendance policies consistently among classes. Faculty can choose to announce attendance/make-up policies on the first day of class and reinforce this information on the class syllabus.

Students who are absent from class due to a disability related absence should contact the Center for Accommodation and Access and their professors, even if the student does not have Modified Attendance Agreements and disability related absences as an accommodation. It is the responsibility of the student to notify professors of prolonged absences (i.e., hospitalization, prolonged treatment, etc.). Students are required to submit appropriate documentation for the period of absence.

If the student encounters an unexpected disability-related circumstance, such as an emergency hospitalization or illness, he/she should notify the Center for Accommodation and Access and his/her professors. The student will need to notify the instructors to arrange make-up work or other assignments.

## **VI. RELATED BOARD OF REGENTS' POLICIES**

### 4.1.5 Students with Disabilities

## **VII. LINKS**

<https://caa.columbusstate.edu/>