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## Instructor Information: Attendance as an Accommodation

Credit: UVIC's Centre for Accessible Learning

<https://www.uvic.ca/services/cal/staff/accommodations/attendance/index.php>

A student's disability may impact attendance because of associated health complications or flare-ups, hospitalization, or specialist appointments. Students are still required to meet essential learning outcomes, but flexibility may be needed as to how those outcomes will be met.

### Syllabus information:

- Include your attendance policy in your course syllabus, including information on how any student should notify you if he/she will be absent for medical reasons
- Outline how missed exams/quizzes/presentations will be addressed for any student who is sick
- If your course/program is overseen by a certifying body, include any attendance requirements of the certifying body

### "Attendance" as an Accommodation

- If a student has registered with Accessibility Services and has an "attendance" accommodation included on the accommodation letter, please do not ask the student for additional medical notes as documentation has already been provided to our office
- Have a discussion with the student to explore when this accommodation may be needed, and develop an attendance plan. If a student needs to be hospitalized, this discussion may need to wait. *Be aware that students may not always be able to give advance notice of missed days, due to the unpredictable nature of some conditions (eg. Migraines, seizures, colitis, etc.).*
- When determining how much class time can be reasonably missed without compromising essential learning outcomes, consider to what extent the fundamental content of the course relies on student participation as an essential requirement for learning. For example, are student contributions during classroom discussions and activities a significant component of the content, or is the class more lecture-based? Is there a "hands on" component to the learning? Does the interaction between students (and between students and the instructor) take place in class "seat time", or does it include via D2L forums/Zoom or group meetings outside of class? To what extent does each week's content build sequentially from the previous weeks?
- Consider what reasonable accommodations could be made. Examples;
  - Attending an alternate section of the class
  - Allowing a classmate to audio record the class and send it to the absent student

- Allowing the student to “work ahead” if he/she knows of an upcoming hospitalization
- Assigning an alternate way of demonstrating learning outcomes to make up for missed attendance or participation marks
- Working out a schedule of deferred exam/quiz dates and/or adjusted assignment due dates
- Contact Disability Access Services if you need assistance developing a plan or determining if the missed time will compromise your essential course learning outcomes

### Student Responsibilities

- Provide instructor with his/her accommodation letter
- Communicate with instructor re: absences and participate in developing an accommodation plan for any missed days
- Contact instructor as soon as possible if the plan requires adjustment or his/her situation changes
- The student is responsible for meeting for fulfilling the essential requirements of the course
- If the student does not meet the essential requirements of the courses after accommodations have been put into place, the instructor can grade accordingly or refer the student to the Late Academic Withdrawal process.