

BAYLOR UNIVERSITY

ATTENDANCE ACCOMMODATION PROCEDURE

Class attendance for traditionally offered classes is considered a significant aspect of participatory learning. Recognizing that some colleges, schools, departments, and individual faculty have established attendance policies and that some students with disabilities have medically-related conditions of an episodic nature or other documented reasons establishing that their disability may make it difficult for them to fulfill the typical attendance requirements, the Provost has established the following procedure for considering/granting requests for leniency in such classroom attendance policies:

1) Students with disabilities must request this accommodation from OALA by registering at the beginning of each semester in which the accommodation is requested; the determination of the curricular impact and appropriateness of such request will be considered for each class individually. Documentation must be provided that indicates both why the student may need to miss classes and the extent to which such absences are anticipated to occur. While it is understood that the student cannot always predict accurately the number or percent of absences anticipated, the student is asked to provide some indication of the scope of the request to OALA.

2) OALA will evaluate the request and the documentation provided to determine whether the student has provided justifiable disability-based reasons for requesting leniency in attendance requirements. If it is determined that the reasons provided do not constitute a need for accommodation, the student will be notified of this decision.

3) If it is determined that the request is justified, then faculty from each class in which the student is enrolled for that semester and in which the student desires to receive the accommodation will be notified by the student of the accommodation request.

4) Any faculty member who determines that no attendance accommodation is possible in his/her class may make such a proposal in the following manner. He or she must provide information regarding any established attendance policies for the class, the importance of attendance/participation to the learning process, and how attendance relates to the curricular integrity of the course to the appropriate Department Chair. If the chair agrees with the professor's conclusion that accommodation is not possible in that particular course, the Chair will notify OALA and OALA will then notify the Dean (or his/her delegate) and the Provost (or his/her delegate) that the professor would like to request that his/her class be exempt from providing the accommodation.¹

5) If it is determined by the Chair, the Dean (or his/her delegate), and the Provost (or his/her delegate) that it is not possible to provide leniency in the attendance policies for a given course, the student will be so informed and will be given the opportunity to discuss other accommodation options with the Department Chair, OALA (in consultation with the student's academic advisor), and, if necessary, the Dean; if the accommodation is deemed appropriate, both the student and the faculty member will be provided with a letter explaining both the established boundaries of the accommodation and the responsibilities of both faculty and student in carrying out this accommodation.

¹The faculty member proposing that no attendance accommodation is possible in his/her class shall include the following information in his/her submission: a) whether there is regular classroom interaction between the instructor and the students and among the students themselves; b) whether student contributions in class constitute a significant component of the learning process; c) whether the fundamental nature of the course relies upon student participation as an essential method of learning; d) the degree to which a student's failure to attend a class constitutes a significant loss of the educational experience of other students in the class; e) whether the course description and syllabus address the attendance requirements for the class; and f) the method by which the final course grade is calculated and how those calculations relate to class attendance.

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Student responsibilities:

a) If the accommodation is permitted for a specific class, the student is responsible for contacting the faculty member as soon as possible when a disability-related absence will occur/has occurred and, as necessary, informing the faculty member as to when the student will return to class.

b) This accommodation potentially provides relief from requirements for physical attendance in classes. The student is responsible for any material covered or work done during such disability-necessitated absences; neither extension of deadlines for assignments due, nor arrangements for making up tests and exams missed during such absence are included in this assigned accommodation and must be negotiated individually with the faculty member as the need arises.

Revised August 27, 2014 by W. Null, C. Holmes, and D. Vasek