Logo of the Student Disability Access Center at the University of Virginia

# **REASONABLE MODIFICATION OF COURSE ATTENDANCE POLICY**

Student Name:

Semester:

Course:

Professor Name:

SDAC expects that all students will make every effort to attend all class sessions. However, there may be times when a student is unable to avoid missing class due to their disability. This accommodation is intended to create some flexibility of the attendance policy in the course to allow for a reasonable number of disability-related absences. This does not mean unlimited absences, excessive absences, and does not account for absences that are not disability-related. This accommodation is subject to a reasonableness standard, and is not appropriate in every circumstance. In cases where attendance is an essential part of the class, a withdrawal or an incomplete may be considered a reasonable alternative if absences become excessive.

For this accommodation, it is essential that there is communication between the student, faculty, and SDAC (as needed/required) to determine a reasonable amount of absences that would be permissible for the student; the outcome of the conversation should be recorded on this form and returned to SDAC.

1. Does this course have attendance requirements?  Yes  No

If yes, please specify:

1. Does this course have participation requirements?  Yes  No

If yes, please specify:

1. What number of additional absences (beyond that stated in the syllabus) would be reasonable and still allow the student to fulfill the learning outcomes of the course?
2. If a student misses a class for a disability-related reason, what is the plan for making up missed work?
3. If a student misses an exam or quiz for a disability-related reason, what is the plan for making up the assessment?
4. SDAC requests that students to contact their faculty/TA prior to the class meeting if they will be absent for a disability-related reason. What is the faculty’s preferred method of contact?

* Email
* Phone
* Text
* Other (Please Specify)

1. Please use the space below to list any other parameters or requirements related to reasonable attendance modification.

**Once completed, the student must return this form to SDAC.**