

Policy/Procedure for Requests Related to Extending Absences

(SOUTHERN ILLINOIS UNIVERSITY CARBONDALE)

(Note: The following policy/procedure states was developed by Kathleen Plesko at Southern Illinois University and includes the information provided to Faculty and the information provided to students regarding extension of absence policies. It is reprinted with her permission. JEJ)

WHAT FACULTY NEED TO KNOW ABOUT ATTENDANCE AND STUDENTS WITH DISABILITIES

Disability Support Services does not have a role in determining course attendance policies. Because attendance may be integral to the pedagogic process, these policies are set by faculty at the college, departmental, or individual level.

In some cases, attendance is fundamental to course objectives; for example, students may be required to interact with others in the class, to demonstrate the ability to think and argue critically, or to participate in group projects. In other instances, faculty may determine that students can master course content despite some or many absences. Rarely, faculty may decide that students do not need to attend classes at all.

Similarly, faculty also determine policies regarding make-up work and missed quizzes and exams. Faculty are not required to lower or effect substantial modifications of standards for accommodation purposes.

WHAT DSS CAN DO FOR STUDENTS

DSS can provide students with written verification of their disabilities, based on appropriate medical and/or psychological documentation. This verification can address the legitimacy of absences.

These verification forms may be distributed by students to faculty in order to initiate discussions of attendance and make-up policies and procedures. Faculty should make their policies clear so that students can make informed choices about which courses to take. Faculty may choose to announce attendance/makeup policies on the first day of class, and to reinforce this information by including it on the course syllabus.

If faculty intend to disallow or restrict absences, they may choose to use wording similar to this:

"Your presence is fundamental to meeting the objectives of this course. Consequently, there will be (0, 1, 2...) excused absences, and (0, 1, 2...) makeup quizzes/exams."

Please call Disability Support Services at 618-453-5738(voice) or 618-453-2293 (TTY) if you have questions.

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WHAT STUDENTS WITH DISABILITIES NEED TO KNOW ABOUT ATTENDANCE

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Listen closely to faculty announcements about attendance and make-up policies and procedures. Also, check your course syllabus for information about these issues.

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(NOTE: Thanks to Kathleen Plesko of Southern Illinois University Carbondale for permission to post these guidelines here. JEJ)