

107 Student Center

200 Hofstra University

Hempstead, NY 11549-1260

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Student Access Services

**Guidelines for Attendance Modification Accommodations**

**Policy Statement**

Students at Hofstra University are individually responsible for adhering to course attendance policies as per individual faculty direction. Instructors are expected to provide notice of attendance policies and dates in which exams and assignments are due in a course syllabus.  However, some students registered with Student Access Services have documented disabilities that may be approved for an *attendance modification* accommodation.  The standards of each academic course will not be reduced for students with an *attendance modification* accommodation; each student is still responsible for all of the required course content.

**Student Responsibility**

Students with an *attendance modification* accommodation are expected to take initiative to meet with faculty members of each course ***within the first three weeks of the semester*** to discuss and create an appropriate amended attendance policy. It is important to disclose this accommodation to faculty at the earliest stage of each semester, and an agreement should be established before any absences occur, or present to be an issue. Students should be aware that an accommodation is not a guarantee of a student’s success in a course.

**Faculty Responsibility**

It is Hofstra’s faculty responsibility to inform students of an attendance policy, meet with students who wish to discuss the attendance policy, and explain how they are able to modify their attendance policy including the rationale(s) for this decision.

**SAS Responsibility**

SAS is available to evaluate faculty concerns regarding a reasonable *attendance modification* accommodation. Our office can provide resources, including sample student-faculty attendance modification contract (on attached page).

**Please consider the following guidelines the Office of Civil Rights (OCR) has provided to determine if attendance is an essential part of a class:**

* Is there classroom interaction(s) between the instructor and students and among students?
* Do student contributions in class constitute a significant component of the learning process?
* Does the fundamental nature of the course rely on student participation as an essential method for learning?
* To what degree does a student’s failure to attend constitute a significant loss to the educational experience of other students in the class?
* What do the course description and syllabus say?
* What elements of the class experience are used to calculate the final grade?
* What are the classroom practices and policies regarding attendance?
* Is there a legitimate alternative accommodation that can be made instead of modifying attendance requirement?

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**Student-Faculty Attendance Modification Contract**

**\*\*\*\*Agreement of attendance modification accommodation contract must be signed and returned to SAS by student no later than the first three weeks of a semester\*\*\*\***

**Is there a maximum number of disability related absences allowed for this student for this course (please be as specific as possible)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Are there specific course dates which are mandatory and inexcusable for success in this course? \_**

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**How and when will the student notify the instructor of a disability-related absence (before/after absence, email, phone, etc.)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Method for completion of missed work when absences occur:**

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**Additional work/assignment opportunities to make-up/replace deducted points due to absence:**

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**Student Signature Date**

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**Faculty Signature Date**

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**SAS Signature Date**