

REASONABLE CONSIDERATION REQUEST OCCASIONAL ABSENCES

REASONABLE CONSIDERATION REQUESTS:

- **Please note that Reasonable Consideration Requests are only valid if you received a notification from a Student Accessibility and Achievement-affiliated email.**
- Reasonable Consideration Requests are valid for 1 semester only.
- Each semester, students with this support will submit a new Reasonable Consideration Request through Clockwork that will be sent to their course instructor by email.

STUDENT EXPECTATIONS

- Students should schedule an appointment and meet with the instructor to have a conversation about potential absences within two weeks of the Reasonable Consideration Request being sent.
- Students are required to meet all course core learning objectives and curricular outcomes.
- Students are responsible to make up any activities, participation, or to acquire course material that was missed. Students will discuss how to do so with their instructor.
- The instructor will be informed by the student in the event of an absence as soon as possible.
- In some instances, the instructor may request medical documentation (e.g. a doctor's note) to support a student's absence.
- In the case of a medical absence from a final exam, a medical note will be required. The student must contact the Faculty for the appropriate forms and procedures.
- If a student will be absent because of a religious commitment (i.e., not a disability-related absence), please consult the Policy on Holy Days.

PROFESSOR RECOMMENDATIONS

- Certain medical conditions can present as acute and unpredictable in nature and can impact a student's ability to consistently attend class. Additionally, this situation can also result in a period of incapacity during which the student may be unable to attend class or communicate by email.
- As in all instances of students registered with Student Accessibility and Achievement, they are not required to disclose their diagnosis outside of their registration with Student Accessibility and Achievement. If the student does disclose information re-garding their disability, instructors must treat this information as strictly confidential.
- Instructors should be available to discuss the consideration with the student, and they should be clear about their expectations for absences in completing the Reasonable Consideration Agreement with the student.
- The instructor should carefully consider if they will request medical documentation in the event of an absence. They should be sure to take into account that in certain situations, it may not be practical or feasible for students to meet with a healthcare professional.
- Instructors should carefully consider if, or to what degree, class attendance is essential to a course, and they should communicate this decision to the student.
- The instructor should engage in dialogue with the student regarding new attendance expectations. They can delineate the preferred communication process for if the student needs to notify the instructor of a disability-related absence, and whether there are any alternatives to missed participation points or quizzes on days in which the student is absent.
- Instructors are not required to reteach the material because a student missed a class. However, it may be helpful to review missed content and field questions with the student during office hours.

Student name:	
Course:	
Instructor:	
Date:	

Absence limitations:

Are there certain core components of your class or activities that require the student's physical presence? Please include details.

Procedures:

Procedure to notify instructor in the case of a disability-related absence (e.g., email the instructor). Please note that it may not be possible to inform an instructor the day of an absence.

Procedure to make up missed lectures, activities, and/or participation (e.g., attend another conference section or lab, participation make up).

It is recommended to sign and keep copies of this agreement to show that both parties agree to the terms and agree to follow the roles and responsibilities as outlined in the Reasonable Consideration Request guidelines.

Student Name	Student signature	Date

Instructor Name	Instructor signature	Date