



EASTERN CONNECTICUT STATE UNIVERSITY

83 WINDHAM STREET • WILLIMANTIC, CONNECTICUT 06226 • 860-465-5000

## Office of AccessAbility Services (OAS)

### DISABILITY RELATED ABSENCE OVERVIEW & AGREEMENT FORM

#### **Overview:**

This overview serves as both a form and guide to assist students and faculty to establish reasonable parameters regarding disability related absences throughout a semester's course.

In most cases, class attendance is critical to a student's mastery of the knowledge and skills that are taught in a specific course, and students are expected to follow the attendance policy established by the faculty member in each course; however, the OAS may determine that a student's disability may necessitate missing class on occasion and within reason due to disability related difficulties.

Since each course and situation is unique, the extent of absences should be determined by the professor in consultation with the student as soon as possible upon receiving an electronic notice of a Letter of Accommodation. As a proactive measure, the OAS recommends faculty members discuss and develop an agreement with the student to ensure clear expectations. The OAS may assist the faculty member and/or student in creating such agreement. Faculty and students can refer to the DRA Agreement Guide (attached to this form) as a tool to establish such expectations.

Once a Disability Related Absence Agreement is established between the faculty member and student, faculty may, but are not required, share a copy with the OAS, please send to: ([accessability@easternct.edu](mailto:accessability@easternct.edu)), and it will be added to the student's file as reference in case that's helpful.

Despite the disability related absences, the student is required to meet all the academic course requirements and is required to complete all assignments, quizzes, and exams. It is the student's responsibility to obtain the material and notes from missed class(es). The student will be graded according to the criteria set forth by the faculty member within the course syllabus and Disability Related Absence Agreement.

The Disability Related Absence accommodation does not mean that unlimited absences will be permitted. Absences for non-disability related reasons will not be excused by the DRA accommodation. Students should realize that even if excused, absences could impact the student's academic performance because the student will not have the benefit of such things as full classroom interaction and the opportunity to ask questions while the material is being presented.



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**Disability Related Absence Agreement Form for Student:**

I have read, understand, and agree to the following terms:

- I will follow up with my professor(s) to discuss the parameters of the Disability Related Absence Accommodation in advance, as some academic programs dictate that a certain degree of class attendance is an essential requirement of the course.
- I will contact both the professor and OAS, as soon as possible, when a disability related absence will occur/has occurred and inform the professor as to when I will return to class and/or make up any missed deadlines.
- I am responsible for all coursework covered in a missed class.
- I will follow up with my professor to determine how to make-up quizzes, exams, presentations, or extended assignment deadlines due to disability related absence(s); as this may fundamentally alter the essential requirements of an academic course or program.
- I am responsible for contacting OAS should I need assistance facilitating conversations with professors regarding the disability related absence accommodation.
- I understand that a consultation may be scheduled between the OAS and faculty member should there be continued difficulties attending class. Further documentation may be requested (e.g., Doctor's note, medical note, etc.).
- I understand it is the professor's discretion to determine whether the number of disability related absences compromise the essential elements of the course.

I understand it is the professor's discretion to determine whether an alternative course of action to complete the course requirements is reasonable.

*I have reviewed and will abide by the Disability Related Absence Agreement guidelines.*

**Student  
Signature:**

**Date:**

**Student Name:**



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### **Disability Related Absence Agreement Guide for Student and Faculty:**

*Please note: This serves as a recommended tool to guide discussions related to disability related absences. It is not required or managed by the OAS.*

<b>Student Name:</b>	Click or tap here to enter text.	<b>Semester</b>	Click or tap here to enter text.
<b>Professor Name:</b>	Click or tap here to enter text.	<b>Course/Section:</b>	Click or tap here to enter text.

#### **What is the Classroom Attendance Policy as Stated on the Syllabus?**

Click or tap here to enter text.

#### **How will the absences impact the knowledge and skills taught in this specific course?**

Click or tap here to enter text.

#### **How will the student make up missed classes, deadlines, quizzes, and exams? (For example, is it reasonable to write a paper, work on extra assignments, etc.)**

Click or tap here to enter text.

#### **If the student reaches the maximum number of absences or exceeds the agreement protocols, then what options will the student have? (For example, can the syllabus requirements be reasonably revisited and reasonably re-adjusted? Should the student consider withdrawing from the course? Is a retroactive withdraw possible? Should the student be assigned an Incomplete?)**

Click or tap here to enter text.

#### **Is there a reasonable amount of disability related absences that can be determined in advance? If necessary or helpful, how can a notice be communicated prior to exceeding the limit?**

Click or tap here to enter text.

#### **What is the procedure for turning in homework/projects due the day of a disability related absence? How long does the student have to hand it in?**

Click or tap here to enter text.