

Attendance Accommodation

Punctual and regular attendance is essential for the successful completion of courses at Nipissing University. According to the [Academic Policies and Regulations](#) of the institution, absenteeism should not exceed 20% of classes, or the student may be excluded from writing the final examination. Faculty have the right to establish attendance requirements and these are specific to each course and included in the course syllabus. The number of allowable absences depends on the interactive or participatory nature of the course, lab or practicum, and/or is based on department or program rules.

The university recognizes that some students have disabilities that are episodic in nature with random or cyclical acute episodes, and as a result, the disability may occasionally impact the student's ability to attend class. However, if regular attendance is deemed to be essential to the course and/or curriculum or if the number of accommodated absences becomes excessive, then the student may be asked to consider alternative options (e.g. course withdrawal, consideration of online course, if applicable, etc.) Note that students are still expected to attend tests and exams. Should a student miss a test or exam for disability-related reasons, additional medical documentation will be required. Students have the responsibility of completing all coursework and faculty are not obligated to re-teach material missed due to not attending class.

Procedures:

1. A student with a disability who feels that he/she will have difficulty attending classes due to disability-related reasons must provide documentation from a qualified healthcare professional indicating the need for this accommodation to SAS. Students should consider their disability-related symptoms when scheduling classes, when possible. (e.g. scheduling of classes in the afternoon if symptoms present mostly in the mornings, choosing online courses, etc).
2. If the student's request for attendance accommodation is documented and deemed reasonable, *Attendance Accommodations* will be included on their Letter of Accommodation.
3. The student will speak with each of his/her faculty within the first two weeks of each semester or as soon as the condition is known, to discuss his/her situation and to clarify the class attendance policy with regard to meeting course requirements.
4. The student is responsible for contacting the faculty member and Accessibility Consultant as soon as possible when a disability-related absence will occur/has occurred and, as necessary, inform the faculty member when the student will return to class. If the student is unable to contact faculty (hospitalization, etc), the Accessibility Consultant may contact faculty on a student's behalf. NOTE - The student is responsible for adhering to all scheduled deadlines for class assignments and tests. If the student has missed a deadline due to a disability-related

absence, the student, as soon as he/she is able, should contact the faculty to discuss the possibility of making up missed work. Request for accommodation must be timely and reasonable.

5. If at any point during the semester, the faculty member believes that the student's absences from class jeopardize academic integrity or conflict with the essential requirements, the faculty member should contact the student's Accessibility Consultant.

Considerations for Faculty:

1. Are attendance and participation marks indicated in your syllabus?
2. Do student contributions in class constitute a significant component of the learning process? If so, are there other ways an absent student might contribute?
3. Does the fundamental nature of the course rely upon student participation as an essential method of learning? For example, could students legitimately make up for a class absence through readings, class notes, and/or tutoring?
4. Is there regular classroom interaction between the instructor and students and among the students themselves? Is this classroom interaction essential to the absent student's learning and understanding of the course content?
5. To what degree does a student's failure to attend class constitute a significant loss of the educational experience of other students in the class?
6. What is the method by which the final course grade is calculated? How much attendance leeway can be allowed without altering the essential course requirements?

Should a faculty member have any questions or concerns about this accommodation or a student receiving this accommodation, they are encouraged to contact the student's Accessibility Consultant.