Disability-related Absences Policy and Procedure

Trinity University will make every effort to provide reasonable accommodations which meet a student's documented disability-related academic needs. Please note, however, that neither the University nor an individual faculty member is required to waive an essential or fundamental academic requirement of a course, regardless of the nature of the student's disability. Each department identifies and defines the essential or fundamental academic requirements for its courses. Instructors may establish an acceptable number of excused absences in light of these essential requirements. In most cases, class attendance and participation are paramount to a student's mastery of the knowledge and/or skills taught in a specific course. Students are expected to follow the attendance requirements established by the instructor in each class.

The University recognizes, however, that there may be times when a qualified student with a disability cannot attend class because of disability-related reasons. In accordance with the Americans with Disabilities Act of 1990, exceptions to attendance requirements can be made on a case-by-case basis as a reasonable accommodation. Reasonable accommodations for such absences may include, but are not limited to, flexibility of class attendance, extension of time for assigned work, and flexibility in making up missed assignments and tests. (Such accommodations, however, are not unlimited in scope and must be applied in consideration with what are considered the fundamental requirements of the course.)

In cases where absences will affect the ability of the student to demonstrate skills required to successfully pass the course, the student will consult with the professor in regard to a withdrawal from the course. In the event of a withdrawal, the student must follow the University's withdrawal procedures, which can be obtained from the Registrar's Office.

Student Responsibilities

1. Register with DSS by following the appropriate procedures.

2. Provide appropriate documentation validating the request for disability-related absences.

3. Deliver the accommodation letters to the professors at the beginning of each semester. Discuss with each professor the following:
a. Specific disability-related needs for the course.
b. How absences may affect the completion of coursework should this accommodation be used.

**Note:** Disability-related absences are **not** retroactive. This accommodation becomes effective when the student delivers the accommodation letter from DSS to the professor.

4. Keep professors and health care providers informed as to the student’s current health status.

5. Contact instructors in advance of an anticipated absence. This action is particularly important if the anticipated absence will result in the student missing a quiz, exam, or a deadline for turning in an assignment. For emergencies or unexpected disability-related absences, contact the professor as soon as possible to justify the reason for the absence and to discuss make-up work. The student and instructor should come to a clear agreement about the nature of the make-up work and deadlines for completing it.

**Note:** DSS reserves the right to request documentation of the disability-related absence from a qualified professional.

6. Obtain copies of lecture notes and/or materials from missed classes. If the student is likely to be absent from class, then he/she should plan ahead of time to get lecture notes from a classmate.

**DSS Responsibilities**

1. Verify that a student who requests disability-related absences is registered with DSS and eligible to receive this accommodation.

2. Provide the student who requests disability-related absences as an accommodation with a copy of the policy and procedures. Ensure that the student has read them and signed the Disability-related Absences Agreement.

3. Prepare letters for the student to provide to his/her professors which includes a statement indicating the student is eligible for this accommodation.

4. Act as a liaison between a faculty member and a student when a disability-related absence is questioned.