

To: UTSA Instructors Providing **Absence Leniency** as an Academic Accommodation

Student Disability Services (SDS) recommends the following guidelines/steps for the implementation of the academic accommodation of absence leniency for students with disabilities who have documented condition/s that may impact class attendance. Once the official letter of accommodation from Student Disability Services is received, which specifies “absence leniency” as an academic accommodation:

- 1) Meet with the student to discuss the course expectations in regards to class attendance and assignments and begin the interactive process of implementing this accommodation.
- 2) Prior to the meeting, determine up to what point it is reasonable for a student to miss class (due to absence) without jeopardizing their ability to capture essential elements of your course. The following criteria may be helpful in making this determination:
 - a) Does student’s contribution/s constitute a significant component of the learning process?
 - b) Does the fundamental nature of the course rely upon student participation as an essential method for learning?
 - c) To what degree does a student's failure to attend class constitute a significant loss to the educational experience of other students in the class?
 - d) What is the method by which the final course grade is calculated?
- 3) Determine the expectations of assignment deadlines and/or tests/quizzes that may be impacted by absences and consider allowing the student an opportunity to make up missed assignments/tests. Discuss with the student that s/he will be responsible for making up all missed assignments and/or accessing information from missed lectures (in whole or part) and that the student is only allowed to miss up to a specified number of classes beyond the usual predetermined course policy.
- 4) Once the parameters regarding absence leniency and expectations have been established, SDS **strongly** recommends that you document the details of your discussion. This can be done through an email or you may utilize the attached form that has been provided for your convenience which acknowledges an agreement between you and the student. Make sure you retain a copy for your records and share this information with SDS.
- 5) Call SDS if you need further clarification or consultation with one of the Student Disability Services counselors regarding this issue or any other issues that may arise as the result of this accommodation.

Thank you for your time and attention to this matter and feel free to call our office at 210-458-4157 should you have further questions.