

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

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

- 1) Meet with the student to discuss the course expectations in regards to arriving to class on time.
- 2) Prior to the meeting, determine up to what point a student may be late to classes 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 arrive on time to 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 tardiness and discuss with the student what your expectations are with regard to any materials that s/he will be responsible for making up should they miss or be late to your class. Also, be specific and clear in how many late arrivals would be appropriate up to a specified number of classes beyond the usual predetermined course policy.
- 4) Once the parameters regarding tardiness 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.