

Oklahoma City University
Student Health and Disability Services Office
Relaxation of Attendance Policy

Statements of Policy: Relaxation of attendance may be necessary for some students with documented disabilities. Relaxation of attendance does *not* mean a relaxation of course requirements. Students are required to fulfill all course requirements and evaluation standards as specified in the course syllabus. Accommodations for disability are not retroactive, unless in the event of an emergency.

1. Attendance is an essential component of post-secondary education. As such, students are expected to comply with class attendance policies.
2. It is the responsibility of each instructor to notify classes at the outset of each course of the attendance requirements to which each student must adhere.
3. The University recognizes that there may be times when a student cannot attend class because of disability-related reasons and reasonable accommodations may need to be made.
4. Students with a documented disability may request a relaxation of attendance from the coordinator of disability services.
5. Students who are approved for this accommodation are expected to contact instructors in advance of an anticipated absence. For emergencies or unexpected absences, contact should be made as soon as possible to discuss the possibility of any make-up work and/or to verify the reason for the absence.
6. The Student Health and Disability Services Office may request a relaxation of attendance from an instructor after discussion with that instructor to determine if attendance is an essential element of the course in which the relaxation is requested.
7. Instructors are encouraged to contact the Student Health and Disability Services Office if it is believed that disability-related absences have become excessive.

NOTE:

Reasonable accommodation for relaxed attendance will be based on discussion with instructors. The following questions will be considered:

- a. Is there classroom interaction between the instructor and students and among the students themselves?
- b. Do student contributions in the class constitute a significant component of the learning process?
- c. Does the fundamental nature of the course rely upon student participation as an essential method for learning?
- d. 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?
- e. What does the course description and syllabus say regarding attendance?
- f. What is the method by which the final course grade is calculated?

PROCEDURE:

1. Any student who wishes to apply for a relaxation of attendance accommodation must schedule an appointment with the coordinator of disability services, located in the Student Health and Disability Services Office. Call 521-5090 for an appointment.
2. The student must provide documentation that describes need for relaxation of attendance. This documentation must be from a licensed professional qualified to diagnose and treat, such as a physician or mental health professional. The documentation must be sufficient to explain the nature of the disability and length of time that the student is expected to be unable to attend class.
3. The coordinator of disability services will discuss the request with the instructor of the course, without revealing the name of the student, utilizing the discussion notes above.
4. If approved for accommodation the student and instructor will be notified in writing.
