

Disability Related Absence Framework

Student Name: \_\_\_\_\_

Faculty Name: \_\_\_\_\_

Semester/Course/Section: \_\_\_\_\_

Please utilize the following questions to develop agreed upon course parameters for the implementation of disability related absences in this specific class. If any concerns arise, please engage ODS.

1. How many absences are all students in the class permitted and how many additional absences will be permitted to this student? \*If an agreement cannot be reached or if there are concerns about the appropriateness of this accommodation – please reach out to ODS as soon as possible\*

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2. How and when will the student notify the instructor of a disability related absence? (Please note – the student may not have a doctor’s note)

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3. What is the process of turning in homework/assignments/projects due the day of a disability related absence and include maximum number of days assignments may be late? (24-48 hours is typical)

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4. What is the procedure for making up a missed quiz, exam, or in-class graded assignment given on the day of a disability related absence?

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5. How will the student access missed material when absent?

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## Disability Related Absences (DRA) “Quick Sheet”

While ODS still recommends that everyone involved review the full guidance at <https://disability.louisiana.edu/content/faculty-information/attendance-students-disabilities>-we wanted to be able to provide this abbreviated guide to go along with the framework questions.

### Faculty Responsibilities and General Guidelines for Accommodation:

- Talk to the Office of Disability Services immediately if you have concerns.
- Be flexible with your existing absence policies
  - Review your policy as it exists for all students
  - Identify a set number of additional absences for a student with a “DRA” – ODS can assist if you need assistance determining a number.
- Allow 24-48 hours deadline extension if a DRA causes a student to miss a deadline submission
  - There may be exceptions to this if the assignment cannot be made up, replicated, or assessed in alternate way (i.e. event, live discussion etc.)
- Work with students to arrange make-up exams or other in-class graded work

### Student Responsibilities:

- Provide your professor with a copy of your letter and initiate a conversation regarding Disability Related Absences (DRA)
- When a DRA arises – communicate with your instructor using their preferred method and articulate that the absence was due to your disability
  - This communication should take place no later than 24 hours after an absence or as soon as you’re able. Advanced notice is best.
- Attend class regularly, arrive prepared for class, and be knowledgeable of the course material previously covered.
- Fulfill all course requirements such as exams, assignments, and other coursework.
- Complete the same essential components and objectives of the course as stated in the syllabus.
- Students may only use this accommodation for disability-related reasons