

# Disability Services Program

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UNIVERSITY of  
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CAMPUS LIFE & INCLUSIVE EXCELLENCE  
Disability Services Program

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## Modified Attendance Plan

Faculty are responsible for establishing attendance requirements for their classes and communicating those requirements clearly in the syllabus at the beginning of each term. All students, regardless of disability or medical condition, must fulfill the essential requirements, including attendance requirements, of the applicable course, program, or degree. Faculty should closely examine essential course requirements and should not waive, compromise, or lower any academic standards, educational experiences or outcomes. However, the University recognizes that the episodic nature and severity of some disabilities may impact a student's ability to fulfill standard attendance expectations.

Eligible students must provide a Letter of Approved Accommodation (LOAA) which includes Modified Attendance prior to completing a Modified Attendance Plan. The student must confirm that a Modified Attendance Plan has been approved by DSP for each course for which the student seeks an accommodation of the attendance requirements. Students may work directly with faculty, or DSP can facilitate the interaction with faculty, to establish course requirements, the impact of absences, and potential attendance alternatives to create a Modified Attendance Plan. The student must submit the proposed Modified Attendance Plan to DSP for review to determine the final course specific adjustments related to attendance. DSP will notify the student and faculty of the final Modified Attendance Plan approved for the course. If the student does not submit the proposed Modified Attendance Plan to DSP, then DSP will not approve any course specific attendance adjustments, and DSP will not monitor disability-related absences. DSP does not approve retroactive accommodations except in extraordinary circumstances. Accordingly, faculty should not apply a Modified Attendance Plan retroactively without prior consultation with DSP.

For more information regarding the procedures related to Modified Attendance Plans, please consult the DSP website at <https://www.du.edu/dsp>. Students and/or faculty members should contact DSP promptly if they need assistance or have any concerns completing a proposed Modified Attendance Plan.

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

Course: \_\_\_\_\_ Class Days/Times: \_\_\_\_\_

\*Disability-related absences to date: \_\_\_\_\_ Anticipated # of future absences: \_\_\_\_\_  
(\*Not part of accommodation absent extraordinary circumstances)

To be completed by the student and faculty, with DSP facilitation as desired:

Agreed upon Communication Expectations
What is the agreed upon method of faculty notification for each disability-related absence? (E.g., Email, phone) DSP must also be notified at <a href="mailto:dsp@du.edu">dsp@du.edu</a> .
What is the agreed upon timing for such notifications, when possible? (E.g., before class, the night before) <i>Note: In a situation when the student is unable to communicate, notification should occur as soon as physically capable.</i>
Attendance and Participation
How many absences does the syllabus indicate are permitted?

How many absences are possible before fundamentally altering essential course requirements/experiences/outcomes?

Are there specific dates or class meetings (such as a guest speaker, an activity that cannot be replicated, etc.) which cannot be made up?

For a disability-related absence, could any of the following be a way to obtain material missed in class? Check any that apply.

- Attend another section of lecture/lab at these available times:
- Obtain missed information during office hours at these available times:
- Student is responsible for obtaining notes/announcements from classmate (Name: \_\_\_\_\_)

Method of material shared (via email, text, etc.):

- Remotely participate via Zoom, Skype, or similar technology
- Alternate method:

#### **Assignments (Including Projects, Labs, Homework, Group Work, etc.)**

In general, students are still responsible for completing assignments in a timely manner even when disability-related absences occur. When a student has extenuating circumstances (i.e. hospitalization, incapacitation) and is unable to attend class, how should the student turn in the assignment? Check any that apply.

- Submitted electronically via Canvas - When:
- Submitted electronically via email - When:
- Submitted during the next class meeting
- Other:

What options exist for addressing a student's contribution to group assignments?

#### **Tests/Quizzes/Exams/Presentations**

What is the faculty member's/department's/program's policy on missed tests/quizzes/exams?

How would the student arrange to take a missed test/quiz/exam due to a disability-related absence?

- Use DSP Testing Center
- Canvas
- Take with instructor
- Other

Please describe any other considerations:

If a student has excessive absences, even with a Modified Attendance Plan approved by DSP, the faculty member should contact DSP and consider submitting a referral to Student Outreach and Support. In these circumstances, the student may need to explore options such as a reduced course load, withdrawal from the course, or Medical Leave of Absence. As permitted by applicable University policies and procedures, faculty may also consider granting students an incomplete grade to allow the student an opportunity to fulfill course requirements, such as through independent study or by attending class lectures the following semester.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_