

Medically Related Absences

The attendance accommodation is most frequently granted for a student who has a documented chronic health problem which occasionally causes them to be absent from class.

The intent of this accommodation is to establish a plan of action prior to attendance or late work becoming an issue.

The ACCESS Office is committed to collaboration between the student and faculty. ACCESS staff are here to assist in defining reasonable parameters for this accommodation in order to establish a plan in advance. This will ensure that both the integrity of the course and any accommodations needs are met.

Faculty set their own attendance policies; this accommodation is simply a request for some flexibility in the policy. The amount of flexibility will depend on the nature of the class and whether class participation is a factor in the final grade.

Students who are eligible for this accommodation are responsible for completing all coursework.

For ONLINE Courses: While attendance is not usually a factor for online courses, students granted this accommodation may need extensions of due dates and/or the ability to make up a missed quiz or exam due to the nature of their disability.

You may find it helpful to discuss with the student how you will amend your existing policies related to attendance and make-up work.

On the letter is a link directing you to the Faculty Portal. Please fill out the Medical Absence Agreement form.

ACCESS Office staff are available to consult with instructors and students about how to establish parameters and how to implement the accommodation.

NOTE: A student with excessive absences in a class should consult with the instructor about dropping/withdrawing the course or receiving an incomplete grade when appropriate.

When needed, Collin College provides a committee review process to determine whether an accommodation of attendance might be a fundamental alteration or might alter an essential feature or requirement of your individual course. Please contact the ACCESS Office for information about this process