



IUPUI

ACCESSIBLE EDUCATIONAL SERVICES

Division of Diversity, Equity and Inclusion

Disability-Related Absence Accommodation Guidelines

The items below address the guidelines and responsibilities for successful implementation of the Disability-Related Absence accommodation (DRA).

Guidelines:

- The student, the instructor, and Accessible Educational Services (AES) share the responsibility for equitable implementation.
- AES approves this accommodation only after careful review of the student's documentation and an interactive interview.
- **This accommodation must not constitute a fundamental alteration of the curriculum.**
- **This accommodation does not apply to any asynchronous courses.**
- This accommodation applies ONLY to absences that result from the student's disability.
- Some learning experiences are not replicable; therefore, successful implementation may require an individualized attendance plan developed with input from the student, faculty, and AES.
- Excessive absences may result in a student's inability to complete a course or a program of study.

Procedure:

- **The student will contact AES and the instructor each time this accommodation is used.**
- Upon first use, AES will send a DRA Attendance Agreement form to the instructor. This may include engaging in an interactive dialogue with the instructor and the student.
- Equitable implementation will depend upon the structure of the class, the nature of the student's disability, and the content of the missed work.

Student responsibilities:

- **The student will notify the instructor and AES of each disability-related absence as soon as possible; preferably in advance of the absence.**
- The student will complete all missed work (or alternate assignments) by the agreed-upon deadline.

Instructor responsibilities:

- The instructor will review and complete any DRA Attendance Agreement form received from AES.
- The instructor will provide reasonable extensions and/or alternative assignments when needed.
- The instructor will engage in an interactive dialogue with AES and the student to develop an individualized plan that will include making up missed work, assigning attendance points, and describing attendance expectations, among other things.

AES responsibilities:

- AES will facilitate the communication among all stakeholders (i.e. instructor, student, program director, advisor, etc.).
- AES will assure that the implementation of the accommodation is equitable.