

Student Union CGPE Bldg. 2<sup>nd</sup> Floor, One Washington Square, San Jose, CA 95192-0168 · (408) 924-6000; aec-info@sjsu.edu

**Effective Fall 2025:** The accommodation of "Attendance Adjustment" has been prescribed for students whose disability is episodic/cyclical and unpredictable. The accommodation is an allowance for an additional 50% of absences as stated on the course syllabus attendance policy; i.e., 2 excused absences, additional absence allowance of 1 day. For odd number of allowed absences additional absences will be rounded up: i.e., 3 excused absences, additional absence allowance of 2 days. <sup>1</sup> **If the additional 50% of absences are so numerous as to interfere with the learning process or to preclude an adequate evaluation of the student's performance, faculty must complete [Faculty Concern Form](#) to notify AEC immediately.**

Non-disability absences (e.g., common illness, car trouble, etc.) students must adhere to attendance policy stated in the course syllabus.

For disability-related absences:

- coursework due on missed day must be submitted by end of day (11:59 PM).
- student must be allowed to reschedule missed exam/quiz or be provided with an equally effective alternative/assignment (same level of difficulty, meeting same learning objective, and worth the same points).<sup>2</sup> Make-up exams/quizzes must be rescheduled and completed within 72 hours of missed class, unless additional time is approved by Faculty.
- student will complete Attendance Adjustment Form within 48 hours of missed class.
- student must communicate with faculty within 48 hours (email or office hours) of missed class to discuss alternative assignment in lieu of class participation. If faculty is unable to identify an alternative that is equally effective (same level of difficulty & worth the same points) as the activity carried out in class, student must not be penalized.

Students are required to meet all of the academic course requirements, to complete all assignments, and examinations. Therefore, the accommodation could affect and be implemented differently for each course. The accommodation is a shared responsibility between the student, faculty, and the University (AEC).

## RESPONSIBILITIES

Student	AEC	Faculty
<b>Step 1:</b> Request accommodation via MyAEC before the missing class. Accommodations are not retroactive.	<b>Step 1:</b> AEC will email the Faculty Notification Letter.	<b>Step 1:</b> Use the link provided on the Faculty Notification letter to inform AEC only if Attendance Adjustment Accommodation causes a fundamental alteration to course requirements.
<b>Step 2:</b> If accommodation is required, submit an Attendance Request Form before the missed class meeting (or as soon as possible).	<b>Step 2:</b> AEC received completed form. If needed a follow up meeting is scheduled with the student.	<b>Step 2:</b> For AEC approved absences, faculty should not penalize the student by reducing participation points. If available, student should complete alternative assignment to make-up class participation. Student must be allowed to reschedule any missed exams/quizzes or be offered an equally effective alternative.

## <sup>1</sup>Attendance/Participation Suggestions Based on Course Style

### **Lecture Based Course:**

*In-class content is available in the text, from instructor/peer notes, recorded for online courses, and no student interaction is involved during class; student will be responsible for obtaining missed lecture information; absences/participation points will not be counted; additional 50% absences supported.*

Is the same course taught in another section? If so, can students (if able) to attend another section of the class as a make up?

### **Low to Mid-Level Student Interaction Course:**

*The course is mostly lecture-based with in-class content that is re-creatable independently or with an alternative assignment; student will be responsible for obtaining missed lecture information; student will be responsible to make up missed work or complete alternative assignment; if work is completed participation points will not be counted; additional 50% absences supported.*

For each required in-class assignment consider the following question:

- Can the student complete the same in-class assignment independently and submit digitally (video, audio, written) to faculty?
  - What is the timeframe to complete the work?
  - How will the work be submitted?
- Is there an alternative assignment for any that cannot be made up independently? If so, what?

Are there any assignments that cannot be made up? If so, which? How many can be missed before adequate evaluation of the student's performance is not possible?

Is the same course taught in another section? If so, can students (if able) to attend another section of the class as a make up?

### **Mid to High-Level Student Interaction Course:**

*The course is between 50-75% student interaction based with in-class content that is re-creatable independently or with an alternative assignment; student will be responsible for obtaining missed lecture information; student will be responsible to make up missed work or complete alternative assignment; if work is completed participation points will not be reduced; additional 50% absences may be supported.*

For each required in-class assignment consider the following question:

- Can the student complete the same in-class assignment independently and submit digitally (video, audio, written) to faculty?
  - What is the timeframe to complete the work?
  - How will the work be submitted?
- Is there an alternative assignment for any that cannot be made up independently? If so, what?

Are there any assignments that cannot be made up? If so, which? How many can be missed before adequate evaluation of the student's performance is not possible?

Is the same course taught in another section? If so, can students (if able) to attend another section of the class as a make up?

### **Experiential or Discussion Based Course:**

*In-class content is not recreated elsewhere, and/or involves significant student interaction. Some examples include*

*a dance or physical education class, a science lab, a class geared specifically to group work, or foreign language classes that include an expressive language component; additional 50% absences may be supported.*

In addition to the allowed absences stated on the course syllabus, how many additional absences are possible before adequate evaluation of the student's performance is not possible?

Is the same course taught in another section? If so, can students (if able) to attend another section of the class as a make up?

## <sup>2</sup>Examinations

**Makeup exams of equivalent difficulty and worth the same amount must be offered to students with this accommodation, even if the course policy is to drop the lowest exam or offer a comprehensive makeup exam at the end of the semester. While a student may choose to opt-in to these alternative options, an equivalent makeup exam must be available to offer.** Make-up exam/alternative must be rescheduled and completed within 72 hours of absence unless additional days are approved by Faculty.

For those classes that do not have an equivalent make-up in place, the following alternatives are suggested:

- Administer the same exam the class took as a make-up exam with a clearly communicated expectation that the honor code with regard to test integrity will be enforced.
- Modify the existing exam by rearranging the question order and/or adding new questions.
- Substitute an exam from a previous semester if only minor changes to the content are needed to match relevance to the current semester's material.
- Substitute a paper, project, presentation, or oral exam for the written exam.
- Discuss the possibility of an incomplete when the student's performance in the class is consistent with the guidelines regarding granting this grade placeholder. The student can then take the exam when the symptoms of the disability are less interfering.