

# Option 1: Self Facilitated

## Limited Attendance Adjustment Course Specific Plan

**Self directed facilitation:** Students can share their Academic Adjustment/Accommodation Plan which verifies eligibility for LAA then work directly with faculty to create and document a course specific plan.

- Students share their Academic Adjustment/Accommodation Plan with faculty a minimum of 5 business days prior to intended use of approved academic adjustments.
- Student and faculty should use the ODR provided discussion points below to determine and document a course specific plan.
- Course specific plans should be documented by the student and faculty and a copy sent to ODR.

### Discussion Points

Review course syllabus, attendance expectations and requirements, along with existing course flexibility.

1. Is attendance regularly taken?
2. Are there alternative activities or remote/virtual opportunities for student engagement and participation part of the course? To what degree?
3. How do absences impact the grade? Is there an arbitrary penalty, missed participation grade, etc.? What percentage of the grade is attendance/participation? What does the syllabus establish about attendance?
4. How many I absences can occur without fundamentally altering or lowering essential course requirements?
5. Are there equivalent alternatives for completing essential course requirements, obtaining missed content, fulfilling course participation and/or collaboration with classmates, etc.?
6. Are there specific class components/dates (ie.: guest speaker, live activity that cannot be replicated, etc.) for which there are no alternatives?
7. How is the student to notify the instructor if unable to attend class?
8. If this is an internship/practicum/field/in-person activity or experience, is there a required number of hours to be completed? If so, how many?
9. What is the class policy on a missed assessment/evaluation?
10. What are options for a missed test/quiz/assignment due to a disability related absence?

### Course Specific Plan

It is imperative that both the student and faculty document in writing the course specific plan and submit to ODR for record keeping. At a minimum the following should be clearly documented:

1. What is the maximum number of absences (beyond what is offered per the syllabus) that would be reasonable before the student would need to drop or withdraw?
2. What specific class components/dates (ie.: guest speaker, live activity that cannot be replicated, etc.) have no equivalent alternative and attendance is essential?
3. What alternative activities/remote/virtual or equivalent make up options exist for absences?
4. If a disability related absence occurs on a test/evaluation day, what should occur?