



Academic Resources and Services
909-621-8277

Medical/Disability Related Absences

Eligibility and Use of Disability Related Absences:

Students with the accommodation of medical/disability related absences have disabilities that are episodic in nature and have difficulty with regular class attendance. A medical absence is when a student is absent due to the direct effects of the disability. Legal precedent indicates that faculty might apply reasonable attendance policies, regardless of disability status, but only after engaging in a thorough process to determine the role attendance plays in a given course.

Guidelines for determining the number of approved medical/disability related absences:

Questions to guide the discussion and determination include the following:

1. What are the classroom practices and policies (i.e. in the syllabus) regarding attendance? Is the attendance policy consistently applied?
2. Is attendance factored in as a part of the final course grade?
3. Is there classroom interaction between the instructor and students, and/or among students?
4. Do student contributions constitute a significant component of the learning process?
5. Does the course rely on student participation as a method for learning?
6. Does the course involve assignments or activities where students would be dependent on each other to complete work?
7. Is there content offered only in class?
8. Are assignments used as class content when they are due? (e.g. problem sets reviewed as the first lecture on that content)

Accommodating Class Absences:

When a class is missed due to a medical absence, a general rule to consider for determining a reasonable timeframe for a makeup or postponement of an assignment, paper, exam or quiz is the time equivalent to that, which was missed. In certain courses, it may be appropriate to consider an alternative assignment, reading or project to make up for the missed class discussion or projects. Other examples of how medical/disability absences might be accommodated may include the ability to turn in assignments/papers late without a grade penalty or the ability to make up an assignments, quizzes or exams that have been impacted by the disability related absences without grade penalty. To help facilitate the discussion, and set parameters between faculty and student, a Medical/Disability Related Absences expectations document (MDRA) can be completed by the student and professor for each course.

- The MDRA expectations document should be completed at the beginning of each semester or as soon as the accommodation is approved. Academic Resources and Services will work with the faculty member to ensure that the expectations comply with Section 504 requirements for reasonable accommodations.
- This MDRA expectations document must be established before absences have become an issue. Faculty are only required to provide approved disability related accommodations after receiving a Faculty Notification Letter and a discussion between student and professor has taken place.



SCRIPPS

THE WOMEN'S COLLEGE
• CLAREMONT •

1030 COLUMBIA AVENUE
CLAREMONT, CALIFORNIA
91711-3948

- The method and timing of notification of absences and making up any materials, exams, assignments, etc., missed due to the absences should be detailed in the MDRA expectations document.
- When a student is absent due to their disability, they are responsible for the course content, lecture notes and information presented that day. The student needs to arrange how they will obtain this information.
- At no time is the student required to present the professor with medical documentation verifying his/her disability related absence.
- In most instances, communication with Academic Resources and Services and the provision of additional documentation is not needed to verify the student's absence(s). However, if the absences meet or exceed those set forth in the MDRA expectations document during the term, the department of Academic Resources and Services should be informed. This will allow the Assistant Deans to be of assistance in answering questions about the accommodations from both the student and the professor.
- Absences that are not related to the effects of a disability are not included in this accommodation (i.e. absences due to car trouble, special event, etc.). These absences should be addressed according to the published attendance policy in the course syllabus. The student is responsible for following the professor's syllabus regarding absences due to non-disability related issues.



SCRIPPS

THE WOMEN'S COLLEGE
• CLAREMONT •

1030 COLUMBIA AVENUE
CLAREMONT, CALIFORNIA
91711-3948

Medical/Disability Related Absences Expectations
(To be Completed by Faculty in consultation with the Student)

Semester _____ Course _____ Course Code _____

Maximum number of medical/disability related absences allowed for this student for this course:

(Do not necessarily restate the number of absences allowed for all students in the course). Be specific as possible. Avoid vague phrases such as flexible, to be determined or open.

How and when is the student expected to notify the professor of a disability related absence? Depending on the nature of the student's disability, it is reasonable for the student to notify the professor of a disability related absence either before or after the missed class section.

Procedure for turning in homework/assignments/projects due the day of the disability related absence. Include maximum number of days assignments may be submitted late.

Procedure for making up a missed quiz, exam or in class graded assignment given on the day of the disability related absence.

This document sets forth the accommodations being provided by the faculty member in connection with medical/disability related absences and the faculty member's expectations of the student for implementing the accommodations. By signing this document, the student understands the course specific parameters listed above. If the absences meet or exceed those set forth above during the term, both parties will inform Academic Resources and Services. Please send the completed form back to the Academic Resources and Services (ars@scrippscollege.edu) and keep copies for each person.

Student Name: _____ Student Signature: _____ Date: _____

Faculty Name: _____ Faculty Signature: _____ Date: _____