



DIVISION OF DIVERSITY,
EQUITY & INCLUSION

ACCESSIBLE EDUCATIONAL SERVICES

Indianapolis

Disability-Related Absence Implementation Guide

Accessible Educational Services (AES) requests that instructors work with AES and students to implement the disability-related absences accommodation. The accommodation process is interactive:

There are three steps in the accommodation process: Determine qualification, approve accommodations, and accommodation implementation. AES holds exclusive authority and responsibility for the first two steps (Qualification and Accommodation). The academic unit—usually the course instructor—is responsible for implementing approved accommodations. AES serves as an instructor resource during the implementation step.

For more information about the disability-related absences accommodation, view the [Disability-Related Absence Accommodation Guidelines](#). Please consider the following when determining what flexibility exists for disability-related absences in the course:

- What are the course objectives, as listed in the syllabus?
- What are the program objectives?
- What is the course attendance policy?
- Does your course have any off-campus requirements (i.e., internship, practicum, field trips, accreditation, etc.)?

If attendance is a concern for your course and you feel an individualized plan is needed, please reach out to AES. We will meet to develop a plan that will outline student responsibilities for making up work missed due to a disability-related absence. This individualized plan may include the following information, as applicable to your course:

- What is the maximum number of disability-related absences allowed as an accommodation for this student for this course?
- What is the procedure for turning in assignment due the day of a disability-related absence?
- What is the procedure for making up a missed exam, quiz, or in-class graded assignment given on the day of a disability-related absence?
- What is the procedure for making up group work impacted on the day of a disability related absence?

If attendance is an essential part of how the course is taught and/or how learning is to be demonstrated and measured, there can be a point at which disability-related absences cannot be reasonably accommodated.

If the maximum number of allowed absences is exceeded during the semester, the student and instructor must communicate an appropriate course of action (e.g., student will be granted an incomplete; student will be advised to withdraw from the course; the number of absences allowed will be reviewed, etc.). AES should be informed as soon as possible so they can work with the instructor and student to come to a reasonable solution.

Accessible Educational Services, Division of Diversity, Equity and Inclusion

Joseph T. Tayloy Hall, Suite 100 □ 815 W. Michigan St. □ Indianapolis, IN 46202

(317) 274-3241 □ Fax (317) 278-2051 □ aes@iu.edu □ <https://diversity.iupui.edu/offices/aes/index.html>