

The Juilliard School
Office of Academic Support and Disability Services

Disability Related Absences
Student Fact Sheet

To be eligible for Disability Related Absences, you must be registered with the Office of Academic Support and Disability Services (OASDS) and approved to request this accommodation (it should be listed on your **Reasonable Accommodation Plan Agreement**).

Receiving this accommodation is a multi-step process:

- Submit your class schedule to OASDS as soon as possible.
- Pick up and sign for Accommodation letters.
- Schedule a meeting with your teacher(s) to discuss your accommodation needs at the start of the semester.

At your meeting with your teacher(s), you should share your accommodation needs. **You need to find out from your teacher(s) if you will still be able to complete the course objectives should you exceed the standard absences allotted per semester.** Be reminded that there are standard departmental policies. In the event that your teacher is unable to respond to your request at the time of your meeting, you should schedule a follow up meeting and proceed from there.

Should your teacher(s) notify you that prolonged and/or repeated absences will not allow you to meet the course objectives, you will need to decide whether or not to remain in the class. If you choose to remain in the class after the teacher(s) notifies you, please be aware that your Disability Related Absences Accommodation will not be valid for the class.

If it is possible to complete the course objectives, you and your teacher(s) should devise a notification system for absences and a plan for making up missed work. You should e-mail the notification system and the plan to OASDS (htedder@juilliard.edu) and copy it to your teacher(s). **If you e-mail OASDS but do not send a copy to your teacher(s), the accommodation will not be valid.**

Only notify OASDS **for extended absences (three or more classes in a row)**. OASDS will notify your teacher(s) and provide a return to class date.

If appropriate documentation is provided, OASDS will notify your teacher(s) that your absence is valid. You will need to meet with your teacher(s) to discuss missed work and update your Reasonable Accommodation Plan Agreement. OASDS must be notified of any changes to the plan.

Make-up Exams

If during an extended documented absence (three or more classes) an exam takes place, OASDS will work with you and your teacher to facilitate a make-up exam. Make-up exams are given at the discretion of the teacher(s).

Reaching an Agreement

If a mutually acceptable agreement cannot be achieved, immediately notify OASDS.

Eligibility for Disability Related Absences **does not automatically warrant** Medical Withdrawals, Incompletes, Make-up Exams, and/or Course Work Extensions.