

Juilliard

OFFICE OF ACADEMIC SUPPORT AND DISABILITY SERVICES

DISABILITY-RELATED ATTENDANCE ACCOMMODATION POLICY

Title:	Disability-Related Attendance Accommodation Policy
Policy Owner:	Office of Academic Support and Disability Services
Contact Information:	Office of Academic Support and Disability Services Room 224 Main Building Phone: (212) 799-5000, ex. 213 Email: oass@juilliard.edu
Applies to:	Juilliard students
Effective Date:	8/20/2018

This policy has been developed so that students, parents, faculty, and staff understand Juilliard's attendance accommodation request procedures that are available for disability-related absences. Juilliard is committed to educational access for students with disabilities.

Attendance Policies

Attendance at all classes and course-related activities is strictly required by Juilliard policy and is factored into a student's final grade. The Student Handbook contains the Academic Attendance Policy as well as the additional attendance policies specific to the various programs at Juilliard. Each student is responsible for reviewing and understanding those policies.

Request for Attendance Accommodation

Juilliard recognizes that qualified students with disabilities may need to miss classes and/or course-related activities for disability-related reasons. These absences may be known in advance (e.g. due to a planned surgery or known hospitalization for which recovery time or time away from a course is required), or may be intermittent throughout the semester (e.g. due to a chronic medical condition or mental health condition). Absences that are part of a reasonable accommodation may still be a factor when a faculty member has to make a determination as to whether a student has been able to fulfill a course's requirements for mastery of the course material. A student's aggregate record of absences, whether excused or not, may impact whether the student has satisfactorily mastered/completed course material.

Attendance Accommodation Procedure

Students must first register with OASDS as a student with a qualified disability. Students requesting attendance accommodations must make their request known to OASDS as soon as possible. If a student requests a disability-related attendance accommodation, OASDS will follow up with the student, and, when appropriate, may request that the student provide documentation from a medical provider supporting the student's request. The medical provider should be prepared to give an estimate of expected recovery time, if appropriate. Excused class absences may be made part of a student's Attendance Accommodation Plan in some circumstances.

1. As soon as a student is aware that he/she will need to miss class for a disability-related reason, whether intermittently (e.g. unexpectedly due to a chronic illness) or consecutively (e.g. Monday through Friday for two full weeks), he/she should notify OASDS in order to discuss options, including reasonable attendance accommodations and leaves of absence.
2. OASDS will confer with the student's faculty member(s) to determine whether or not the student's request can be reasonably accommodated in light of the nature of the impacted course and/or program of study.
3. If an attendance accommodation is granted, the student's Attendance Accommodation Plan will include how the student will still satisfactorily complete the course work. Students are responsible for keeping in contact with OASDS and their faculty member(s) regarding making up missed assignments either during the accommodation period or by some deadline to be determined after the conclusion of the accommodation period.
4. If the nature of a disability, or the needs of the student change during the term of an Attendance Accommodation Plan, the student, OASDS, and faculty member(s) will re-engage in the interactive process to determine if the Attendance Accommodation Plan needs to be modified and/or assess whether the student's disability can continue to be reasonably accommodated.
5. If OASDS, in consultation with the student's faculty member(s), determines that the student's request cannot be reasonably accommodated, the student will need to decide whether or not to remain in the course. In this instance, a student may decide to withdraw from the course. A student considering withdrawal should consult with his or her academic advisor and OASDS before making a final decision. If a withdrawal request is received after the official course withdrawal deadline, the student will then need to petition the Scholastic Standing Committee for a withdrawal based upon extenuating circumstances. Depending on the circumstances, a leave of absence may be an available alternative option. Students are responsible for keeping in touch with OASDS regarding plans for their return to class and/or the program.

Per the Juilliard Disability Grievance Procedure, students who have a disability have the right to initiate a grievance if the student feels that Juilliard, or a Juilliard administrator or faculty member, is not complying with Juilliard's policies for students with disabilities or is not following the applicable laws on disability. The Grievance Procedure is readily available on the Juilliard website and is designed to provide students with a process for seeking review of the following: (i) an accommodation determination; (ii) a lack of adherence to Juilliard's policies for students with disabilities and/or the

law; and (iii) the manner in which an accommodation granted to a student is complied with by those responsible for providing the accommodation.

*Attendance accommodations may only be approved by OASDS. Individual faculty may not provide accommodations independent of OASDS.

Leaves of Absence

If students need to be away from the institution for extended periods of time for medical, personal, or professional reasons they may request a Leave of Absence. Juilliard's policy and procedure regarding Leaves of Absence is available here: <http://catalog.juilliard.edu/content.php?catoid=25&navoid=2727>.

Revised 8/20/2018