



Office of Academic Support and Disability Services

DISABILITY ATTENDANCE ACCOMMODATION POLICY

Title: Disability Attendance Accommodation Policy

Policy Owner: Office of Academic Support and Disability Services

Contact Information:

Office of Academic Support and Disability Services

Room 245 B

Main Building Phone: (212) 799-5000, ex. 320

Email: Oasds@Juilliard.edu

Applies to: Juilliard Students

Revised Date: May 31, 2023

The Juilliard School (Juilliard) and the Office of Academic Support and Disability Services (OASDS) are committed to ensuring all students have access to an education, regardless of a permanent or temporary disability. Per the Americans with Disabilities Act, students of Juilliard can receive disability-related accommodations for courses. An **attendance accommodation** is an appropriate accommodation for students whose disability prevents them from meeting the attendance requirements of a course or rehearsal and is meant to provide reasonable flexibility with attendance.

Attendance Accommodation Definition

Students with disabilities who have registered with OASDS may receive an attendance accommodation as part of their approved accommodation plan. An attendance accommodation absence is an excused absence granted in addition to the maximum number of the total number absences for a course or rehearsal, as indicated in the syllabus. Attendance accommodations are determined based on the total number of

*Any adjustments to an accommodation plan are approved by OASDS on a case by case basis. Students are urged to contact OASDS as soon as an adjustment is needed.

Juilliard

class meetings or rehearsals and are arranged in consultation with the student, faculty, and OASDS.

If a student receiving attendance accommodations is approaching the adjusted maximum number of absences for a course or rehearsal or exceeds that number, then OASDS should be informed by the student and/or faculty member as soon as possible. Additional follow up with OASDS and supporting documentation may both be required of the student for consideration of any increase to the maximum total number of absences.

Students requesting this accommodation must schedule a meeting with OASDS and are required to bring the course syllabus for the course for which they need the accommodation to the meeting. The total number of excused absences (including the number of approved attendance accommodations) will be indicated on the student's approved accommodation plan. OASDS considers all attendance accommodations on an individual, case-by-case basis.

Attendance Expectations

All students are expected to attend all classes, lessons, performances, and required rehearsals. Juilliard faculty have the right to establish policies for attendance. Severe absenteeism may warrant a withdrawal or incomplete for a course. In these instances, students will be required to meet with the Dean of Academic Affairs and Assessment, and the Director of OASDS.

ALL ABSENCES ARE A FACTOR when determining if course requirements have been achieved regardless of disability. Students experiencing functional limitations that affect attendance are encouraged to meet with OASDS early in the semester and in advance of reaching the maximum number of absences of a course. If absences are excessive or not supported by an accommodation plan or documentation (via OASDS), then grades of IA (Insufficient Attendance) will be considered. Students are encouraged to understand and expected to meet Juilliard's [Technical Standards](#) regardless of disability.

Students receiving accommodations should discuss any extended medical or health-related absences with Health Services and OASDS as soon as the need is determined.

Before missing a class, students must send an email to OASDS (Copying their faculty member at the same time) as notification of their need to miss class. Notifications received more than 24 hours after the class time will be counted as unexcused.

The Process for Requesting an Accommodation

1. Submit a completed Disability Accommodation Request via the **Juilliard Accommodate Portal**. Use your single sign-on access by logging into your [Juilliard Okta account](#) and clicking on the app in your dashboard. The app's icon is the word "Accommodate" in blue.
2. Submit all supporting documentation.
3. [Schedule and complete an intake meeting](#) with an OASDS representative. Intake appointments may be conducted via Zoom, phone, or in person.
4. Review Juilliard's [Disability Confidentiality Policy](#) and [Grievance Procedure](#) to familiarize yourself with students' rights and responsibilities.
5. If approved, you will receive a confirmation email containing a link to the Juilliard Accommodate Portal listing to view your accommodation(s) and follow-up steps.
6. Upon approval notification, you must again sign into the Juilliard Accommodate Portal and self-direct which accommodations will be sent to which professors. ***Remember, disability accommodations are not retroactive and begin once the professor receives an official accommodation letter.***

CONFIDENTIALITY

The Juilliard School and OASDS take student confidentiality seriously. Under disability law, students have the right to choose whether or not to self-disclose their disability. OASDS will not release a student's disability status, documentation, or communications to individuals outside of The Juilliard School without explicit permission from the student. However, under disability law, colleges have the right to disclose a student's disability information to other faculty and staff members or service providers on a need-to-know basis. Additionally, OASDS will disclose information regarding a student's disability in cases of emergencies that directly involve the student's health and safety or the safety of another student or, if it has received a legal court order or subpoena.

GRIEVANCE

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.

LEAVE OF ABSENCE

If students need to be away from the institution for extended periods for medical, personal, or professional reasons, they may request a leave of absence as outlined in Juilliard's [Leave of Absence Policy](#).

STUDENTS

Students with disabilities are expected to attend class regularly; however, when circumstances directly related to a disability(s) impact one's ability to adhere to an attendance policy, an attendance accommodation may be granted. Regardless of receiving any disability accommodation, students are responsible for completing all the coursework required to meet course requirements, including tests, quizzes, written work, class meetings, and alternate learning solutions.

Students receiving accommodations should discuss any extended medical or health-related absences with Health Services and meet with OASDS as soon as the need is determined.

Student Guidelines for Utilizing and Attendance Accommodation

Before missing a class, students approved for an Attendance Accommodation must send an email before the end of the business day to OASDS (concurrently cc'ing the course faculty member) as notification of their need to miss class. Notifications received more than 24 hours after the class time will be counted as unexcused. Students are encouraged to refer to the [attendance policy](#) for more information attendance expectations.

Students must contact [OASDS](#) to request an increase in the maximum total of accommodable absences for a class. If circumstances or time do not allow an increase or for a reasonable alternate learning solution(s), then a type of withdrawal or an incomplete will be explored.

***Disability Accommodations are not retroactive and only begin once the instructor has received an accommodation letter from OASDS stating the approved accommodations for that class.**

Juilliard

It is best to have an accommodation and not need it than to need it and not have it available at the time of need.

When are Attendance Accommodations Provided?

Students should only be provided attendance accommodation without penalty if the faculty receives a formal accommodation letter from OASDS. Additionally, students must notify OASDS and the faculty member before each absence.