

Attendance Adjustment Policy & Procedures



Central Maine Community College
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Central Maine Community College is an
equal opportunity / affirmative action
institution and employer. For additional
information, please call (207) 755-5233.

1. Attendance is an essential component of post-secondary education and students are expected to comply with the class attendance policies of the courses for which they are enrolled. The College realizes, however, that there may be times when a student cannot attend a class due to disability-related reasons.
2. Students who wish to request an adjustment of attendance policy for a course or courses must register with the **Disability Services Coordinator (DSC)** and provide documentation of a disabling condition from a licensed or certified professional which substantiates their need for an adjustment of attendance policy.
3. An adjustment of attendance policy does not mean a relaxation of course requirements. Students will be responsible for fulfilling all course requirements and evaluation standards for a given course.
4. In order to determine the reasonableness of an accommodation concerning adjustment of attendance policy, the DSC will contact the instructor(s) to determine whether and to what extent class attendance is an essential feature of a given course. For example, the following questions will be considered:
 - a. Is there classroom interaction between the instructor and students and among the students themselves as an ongoing feature of the class?
 - b. Do students contributions in class constitute a significant component of the learning process?
 - c. Does the course rely upon student participation in discussion or related activities as an essential method for learning?
 - d. To what extent does a student's absence from the class constitute a significant loss to the educational experience of other students in the class?
 - e. What do the course description and syllabus say regarding attendance?
 - f. Is attendance an essential factor by which the final course grade is calculated?
5. If, following discussion and analysis with the instructor, an adjustment of attendance policy is determined to be a reasonable accommodation, an accommodation memo will be signed by the DSC and the student and forwarded to the concerned instructor(s). Students will be required to contact instructors in advance of anticipated absences. In the case of emergency or unexpected absences, students should contact their instructors as soon as possible to arrange for any approved make-up work and to verify the reason for the absence.
6. Instructors are encouraged to contact the DSC if they believe that disability related absences have become excessive and/or when students have failed to provide reasonable notification of absences. The DSC will contact students when so notified to discuss their class attendance.
7. Students should make every effort to maintain regular attendance and particular effort should be made to attend class for scheduled tests. Adjustment of attendance policy will not extend to deadlines for the submission of assignments or projects.
8. The College reserves the right to maintain the academic integrity of its courses. An accommodation agreement may be terminated if, in the opinion of the instructor and in consultation with the DSC and the Academic Dean, absences are found to have compromised the academic integrity of the course or have constituted a fundamental alteration of the course as it is offered. Such findings will be documented and the student informed of such action in writing.
9. Students who are approved for adjustment of attendance policy as a disability related accommodation will be provided with a copy of this policy and procedures. Their signature on the accommodation memo will signify their agreement to abide by the stipulations herein.

If you have questions or require additional information concerning the Policy and Procedures for Adjustment of Attendance Policy, please contact:

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