

**MAINE MARITIME ACADEMY
ACCESSIBILITY SERVICES**

**ADJUSTMENT OF ATTENDANCE REQUIREMENTS
AS A REASONABLE ACCOMODATION**

Attendance is often 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 Academy realizes, however, that there may be times when a student cannot attend a class due to disability related reasons.

Students who wish to request an adjustment of the attendance policy for a course or courses must register with the Accessibility Services Director (Director) and provide adequate documentation that substantiates their need for an adjustment of attendance policy. In order to determine the reasonableness of an accommodation concerning adjustment of attendance policy, the Director will contact the instructor(s) to determine whether and to what extent class attendance is an essential feature of a given course. In doing so, questions such as the following will be considered:

1. Is there classroom interaction between the instructor and students and among the students themselves as an ongoing feature of the class?
2. Do student contributions in class constitute a significant component of the learning process?
3. Does the course rely upon student participation in discussion or related activities as an essential method for learning?
4. 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?
5. What do the course description and syllabus say regarding attendance?
6. Is attendance an essential factor by which the final course grade is calculated?

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.

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. 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.

The Academy reserves the right to maintain the academic integrity of its courses. An attendance accommodation may be terminated if, in the opinion of the instructor and in consultation with the Director 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. Likewise, instructors are encouraged to contact the Director if they believe that disability related absences have become excessive and/or when students have failed to provide reasonable notification of absences. The Director will contact students when so notified to discuss their class attendance.

If you have questions or require additional information concerning the Policy and Procedures for Adjustment of Attendance Policy, please contact Joceline Boucher, Accessibility Services Director (joceline.boucher@mma.edu; (207) 326-2489; Center for Student Success, Pleasant Street, Maine Maritime Academy, Castine, ME 04420) .