

**WEBSTER UNIVERSITY OCCASIONAL ABSENCES DUE TO MEDICAL REASON(S)**

This documentation is intended for use by Webster University students who have approved ADA accommodations through the Academic ADA Coordinator that include occasional absences from class due to medical reason(s). The official wording of this accommodation is as follows: Please excuse occasional absences for medical reasons. This accommodation is not retroactive. Webster University reserves the right to alter this policy, as necessary, at any time.

The student and faculty must dialogue about a student's accommodations to determine where a faculty member can (or cannot) be flexible with excused absences due to medical reasons. The student and faculty should review and complete this agreement together in order to ensure clarity.

As with all accommodations, it is the student's responsibility to initiate conversation with faculty regarding occasional excused absences due to medical reasons. This responsibility is especially important regarding this accommodation as it is this conversation that will determine where a faculty member can (or cannot) be flexible with excused absences, how the student should plan to make up time and work missed in classes, and how the student should communicate with faculty when the student will be absent from class (e.g., via email as soon as the student is aware he/she/they will not be able to attend class), among other things.

Together, the student and faculty member should review and complete the following agreement to ensure clarity about attendance expectations. This form must be completed and signed by the student and faculty member before occasional absences for medical reasons can be excused. Flexibility with absences, once granted, should be revisited through dialog with faculty at the beginning of every semester in which this accommodation is going to be accessed.

Upon completion of the form, the student should email it to the Academic ADA Coordinator at [disability@webster.edu](mailto:disability@webster.edu). Completed forms can also be dropped off in Loretto Hall, Room 55. The student and faculty are also encouraged to retain a copy of the completed form for their records.

Please contact the Webster University Academic ADA Coordinator with questions.

Academic ADA Coordinator  
Loretto Hall, Room 55  
[disability@webster.edu](mailto:disability@webster.edu)  
(314) 246-7700

## Occasional Absences Due to Medical Reason(s) Request Form

Prior to completing this form, students should read the Occasional Absences Due to Medical Reason(s) Information attached to this document. Flexibility with absences, once granted, should be revisited through dialog with faculty at the beginning of every semester in which the accommodation is going to be accessed. A signed agreement between the student and faculty member must be completed and returned to the Academic ADA Coordinator prior to this accommodation being implemented.

For support in facilitating a conversation between student and faculty around occasional absences due to medical reason(s), please contact the Webster University Academic ADA Coordinator.

Academic ADA Coordinator  
Loretto Hall, Room 55  
disability@webster.edu  
(314) 246-7700

### Student and Course Information

Student Name: \_\_\_\_\_ Webster ID: \_\_\_\_\_  
Instructor: \_\_\_\_\_  
Course: \_\_\_\_\_ Course No.: \_\_\_\_\_  
Semester: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer Year: \_\_\_\_\_

I have read and understand my responsibilities in relation to the Occasional Absences Dues to Medical Reason(s) accommodations. I understand this accommodation may not be appropriate for all classes, and in those where it is appropriate, it may be implemented differently in each class. I understand that it is my responsibility to ensure that I take steps to discuss these accommodations with all of my instructors. I also understand that these accommodations cannot be fully implemented until this discussion occurs and the signed agreement is completed and returned to the Webster University Academic ADA Coordinator.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Guided Notes for Students: Occasional Absences Due to Medical Reason(s)**

With this accommodation, it is essential that a student speak with faculty individually to ensure that all parties have a full understanding regarding how the accommodation will be implemented.

Below are some things students can do to ensure this process goes as smoothly as possible.

1. Review class syllabi for deadline policies for all classes. Look for policies regarding make-up exams and quizzes. The student should be sure to understand these expectations, prior to speaking with faculty.
2. Students should be timely in communication with faculty. Once a student has been approved for this accommodation, the student should dialog with faculty as soon as possible.
3. Students should be clear in communication and should ask questions that will allow for discussion.
4. Students should understand that, to a degree, allowing absences may not work for all classes.
5. Students must have a conversation with faculty to discuss if and how occasional absences due to medical reason(s) will be managed throughout a given term or semester.
6. *Students are still required to complete all coursework, even with allowance for occasional absences.*

Below are some suggested questions to guide students in their discussion(s) with faculty.

- If you have a structured attendance policy, is there room for flexibility? If so, how?
- If I need to miss class, what do I do? Should I send you an email or call you? How can I catch up on what I may have missed?
- If I miss class on a day an assignment is due, can I turn in the work electronically?
- What if I miss class on a day an exam is scheduled? If you allow make-up exams, is there a timeframe within which make-ups must be completed?