



## Disability Related Absences (DRA) "Quick Sheet"

While ODS still recommends that everyone involved review the full guidance at <https://disability.louisiana.edu/content/faculty-information/attendance-students-disabilities>-we wanted to be able to provide this abbreviated guide to go along with the framework questions.

### Faculty Responsibilities and General Guidelines for Accommodation:

- Talk to the Office of Disability Services immediately if you have concerns.
- Be flexible with your existing absence policies
  - Review your policy as it exists for all students
  - Identify a set number of additional absences for a student with a "DRA" – ODS can assist if you need assistance determining a number.
- Allow 24-48 hours deadline extension if a DRA causes a student to miss a deadline submission
  - There may be exceptions to this if the assignment cannot be made up, replicated, or assessed in alternate way (i.e. event, live discussion etc.)
- Work with students to arrange make-up exams or other in-class graded work

### Student Responsibilities:

- Provide your professor with a copy of your letter and initiate a conversation regarding Disability Related Absences (DRA)
- When a DRA arises – communicate with your instructor using their preferred method and articulate that the absence was due to your disability
  - This communication should take place no later than 24 hours after an absence or as soon as you're able.
  - Advanced notice is best.
- Attend class regularly, arrive prepared for class, and be knowledgeable of the course content.