The University of Wisconsin-Madison’s policy on class attendance and granting accommodations in the event that a student is not able to be in class (University Policy II-108) leaves the final decision to the instructor for accommodations for students who miss scheduled class activities. The academic standards are always the prerogative of each instructor however, accommodations are required in the following circumstances.

**Formal Accommodation Process**

**Title IX Accommodations - Sexual Assault, Dating/Domestic Violence, Stalking, and Sexual Harassment**: Being a victim of any crime can frequently have a traumatic impact on a student and negatively impact their academic performance. Title IX provides specific protections for students who have experienced sexual assault, dating/domestic violence, stalking, or sexual harassment. The Dean of Students Office will verify victimization without providing details for serious crimes.

**McBurney VISA**: Students with a McBurney VISA should be granted accommodations as outlined in the VISA. Flexibility letters are issued as an accommodation to students who may miss class, exams, or be unable to submit an assignment on time due to a flare in their disabling condition. The flexibility letter serves as an outline and guide for determining reasonable flexible parameters for attendance requirements, and helps to establish how missed exams and/or assignments will be handled. Students who desire this type of accommodation are required to share and discuss their flexibility letter with their faculty to arrive at flexible parameters that balance individual accommodation needs with course expectations.

**Other Requests**

The guidelines that follow are designed to assist faculty and instructional staff in their decision making process for requests for non-required accommodations. Students typically request an accommodation from class attendance for a variety of reasons ranging from serious illness or family crisis to a travel convenience. In general, students are encouraged to reach out to faculty or instructors directly to make accommodations in the classroom, as far in advance as possible. Decisions to grant an accommodation should reflect the individual situation of the student as well as the legitimate academic demands of the class, it’s intended learning outcomes, and needs of the instructor. Consultation with colleagues, Dean of Students Office or the Academic Dean of School/College is recommended.

**TYPICAL REQUESTS:**

**Unforeseen/Serious Circumstance**

**Victim of Crime**: Being a victim of a crime can frequently have a traumatic impact on a student and negatively affect their academic performance. The Dean of Students Office
will verify victimization without providing details for serious crimes. Accommodations in these cases are appropriate.

**Mental Health:** Students are frequently impacted by mental health issues that range from low concern to quite serious. Most are able to find ways to work through difficult times while others need an accommodation. Requesting verification of treatment (not diagnosis or therapeutic plan) can assist you in making the appropriate decision. If you are concerned for the immediate safety of the student, please reach out to University Health Services (UHS) or UWPolice (UWPD) for assistance. Less immediate concerns can be taken to the Dean of Students Office for consultation.

**Significant Death:** Our students come from a variety of cultures and family configuration. In general, it is appropriate to grant an accommodation for a significant death in a student’s life. While it is also appropriate to ask for documentation, please note it may not be available in all circumstances. If you’d like to discuss further, please contact the Dean of Students Office.

**Illness/Injury/Hospitalization:** It is appropriate to request that the student show documentation for illness/injury/hospitalization. Students who have been hospitalized for both physical and mental health reasons will frequently miss class even after release. Consultation with the Dean of Students Office is encouraged as well as asking the student to follow up with the Dean of Students Office.

**Convenience**

**Family Vacation:** Academic calendars are well known prior to the start of the academic year. Students requesting accommodations have not planned well. This would be an example of an accommodation for convenience sake. The decision to allow an accommodation or not is yours to make.

**Early Travel for a Break:** Academic calendars are well known prior to the start of the academic year. Students requesting accommodations have not planned well. This would be an example of an accommodation for convenience sake. The decision to allow and accommodation or not is yours to make.