



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

## **Limited Adjustment to the Attendance Policy (LAAP) Accommodation Frequently Asked Questions**

### **How much class can I miss?**

This is determined on an individualized, case-by-case basis in collaboration with your instructor. You or your instructor may ask SDS to engage in a conversation at the beginning of the semester to determine a reasonable number of absences in advance. Conversely, you may engage in a conversation with SDS during the semester if the number of absences is approaching what is allowed without penalty according to the syllabus. SDS will discuss with your instructor how much flexibility is reasonable given the structure of the course.

### **Why can't I miss as many classes as I feel I need to miss due to disability symptoms?**

While an accommodation may be approved in general, it may not be reasonable under all circumstances if it fundamentally alters an essential element of a course. If students in a course regularly learn through active participation or engagement with other students (e.g. group work, class discussions, labs, etc.), then attendance would likely be considered an essential element. Some flexibility with attendance may still be approved in interactive courses, but only as considered reasonable given the structure of the course.

### **What do I need to do to use the LAAP accommodation?**

Request Course Access Letters for all courses in the Student Portal, and include the LAAP accommodation on your letters. Email your instructor and copy your SDS Coordinator every time you must miss class due to disability symptoms. Contact SDS if you are approaching the total number of allowable absences without penalty as specified in the course syllabus.

### **What do I do if an instructor asks for medical documentation to verify my disability-related absence.**

Students are never expected to provide medical documentation related to their disability to an instructor, nor should an instructor ask. Please refrain from providing documentation to an instructor and, instead, contact your SDS Coordinator for assistance.

Student Disability Services  
915 Volunteer Blvd/100 Dunford Hall, Knoxville, TN 37996-4020  
865-974-6087 (p) 865-974-9552 (f) 865-622-6566 (vp)  
sds.utk.edu

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### **Can I make up any work I miss if I'm absent due to disability?**

If you are communicating with your instructor and SDS and you have not missed too many classes to be considered a fundamental alteration, instructors will attempt to work with you to make up what you missed due to a disability-related absence. You are responsible for asking your instructor for permission to make up missed work as soon as possible after each absence. In some cases, your instructor, in collaboration with SDS, may determine that work cannot be reasonably made up. An example of this is a lab or group activity that cannot be replicated. Instructors are not required to create new assignments in these cases.

### **What can I do if I miss too many classes to be accommodated?**

Please contact your SDS Coordinator to discuss your options.

### **Does the LAAP accommodation apply to non-disability absences?**

The LAAP accommodation only applies to absences due to the disability symptoms for which it was approved. Students must notify their instructors of other types of absences and work directly with them in accordance with their attendance policies. Students may also submit an [absence notification](#) and documentation to the Dean of Students office for non-disability absences. Unlike in the case of disability, medical documentation may be requested to verify an absence (e.g. a doctor's note for the flu).

For more information, please review the [LAAP guidelines](#) on the SDS website..