

Title:	Disability Attendance Accommodation Policy
Policy Owner:	Office of Academic Support and Disability Services
Contact Information:	OASDS@juilliard.edu
Applies to:	All Tianjin Juilliard students
Effective Date:	September 17, 2020

Both The Tianjin Juilliard School (“Tianjin Juilliard” or “School”) and The Juilliard School (“Juilliard”) are committed to ensuring all students have access to an education regardless of any permanent or temporary disability. Tianjin Juilliard adheres to Juilliard’s policy whereby students of Tianjin Juilliard can receive disability-related accommodations for courses. An **attendance accommodation** is an appropriate accommodation for students whose disability prevents them from meeting the attendance requirements of a course or rehearsal.

Juilliard’s Office of Academic Support and Disability Services (“OASDS”) may recommend an **attendance accommodation** when a student experiences an unavoidable functional impairment (random, medical, cyclical, and/or episodic) that prevents the student from attending a class as a result of a permanent or temporary disability caused by injuries, hospitalizations, onsets or changes in conditions and pharmaceutical adjustments.

OASDS considers all attendance accommodations on a case-by-case basis. **Attendance accommodations may only be approved by OASDS. Individual faculty members may not provide accommodations (related to a disability) without the approval of OASDS.**

Disability Accommodations are not retroactive and only begin once the course instructor has received an accommodation letter from OASDS stating the approved accommodations for that class.

Attendance Accommodation Definition

Students with disabilities who have registered with OASDS may receive an attendance accommodation as part of their approved accommodation plan. An attendance accommodation absence is an excused absence granted in addition to the maximum number of allowable absences for a course or rehearsal, as indicated in the syllabus or rehearsal schedule. Attendance accommodations are determined based on the total number of class meetings or rehearsals, and are arranged by the Tianjin Juilliard Office of Academic and Student Affairs in consultation with the student, applicable faculty member, and OASDS.

If a student receiving attendance accommodations is approaching the adjusted maximum number of absences for a course or rehearsal schedule, both OASDS and the Tianjin Juilliard

Office of Academic and Student Affairs should be informed by the student and/or faculty member as soon as possible. Additional follow-up with OASDS and supporting documentation may be required of the student for consideration of any increase in the maximum total number of absences.

Students requesting an attendance accommodation for a particular course or rehearsal schedule must inform both OASDS and the Tianjin Juilliard Office of Academic and Student Affairs presenting in person or via email the corresponding course syllabus or rehearsal schedule. The total number of excused absences (including the number of approved attendance accommodations) will be indicated on the student's approved accommodation plan.

Process for Requesting an Attendance Accommodation

A student who has a physical or mental health impairment that substantially limits one or more major life activities, or has a history or record of such an impairment or perception of such an impairment by others may request a disability attendance accommodation by following the procedure below.

1. The student must register with OASDS by completing a Disability Accommodation Request; supporting documentation of the history and diagnosis may be requested by OASDS to determine eligibility.
2. The student must meet virtually with OASDS for an intake appointment.
3. If approved for an accommodation, the student will notify the faculty member with an official letter from Tianjin Juilliard's Office of Academic and Student Affairs detailing all OASDS approved accommodations for that course. The accommodation may begin only upon the faculty member's receipt of this letter stating the approved accommodations for that class. Accommodations are not retroactive.
4. Students must meet in-person or virtually with OASDS each semester and may be required to submit additional supporting documents, depending on the nature of the disability.

Attendance Expectations

All students are expected to attend all classes, lessons, performances, and required rehearsals. Regardless of receiving any disability accommodation, students are responsible for completing all the coursework required to meet course requirements, including tests, quizzes, written work, class meetings, and alternate learning solutions.

Severe absenteeism may warrant a request for withdrawal or a grade of incomplete for a course. In these instances, students will be required to meet with the Associate Dean of Academic and Student Affairs.

ALL ABSENCES ARE A FACTOR when determining if course requirements have been met, regardless of disability. Students experiencing functional limitations that affect attendance are encouraged to consult with OASDS early in the semester and in advance of reaching the maximum number of absences of a course or rehearsal schedule. If absences exceed the approved accommodation plan, the grade of IA (Insufficient Attendance) will be issued. Students are expected to understand and meet Tianjin Juilliard's [Technical Standards](#) regardless of their disability.

Students receiving accommodations should discuss any extended medical or health-related absences with OASDS as soon as the need is determined.

Before missing a class, students must send an email to OASDS and the Associate Dean of Academic and Student Affairs (copying their faculty member at the same time) as notification of their need to miss class. Notifications received more than 24 hours after the class time will be counted as unexcused.

If students need to be away from the institution for extended periods for medical, personal, or professional reasons, they may request a leave of absence as outlined in Tianjin Juilliard's Leave of Absence Policy in the [Academic Policies and Procedures](#).

Confidentiality

Tianjin Juilliard recognizes that student disability records contain confidential information. Therefore, the documentation of a student's disability is maintained in a confidential file in the Office of Academic Support and Disability Services (OASDS) at Juilliard in New York. It is considered part of the student's education record under [FERPA](#) and is protected by FERPA restrictions and practices as well as applicable Chinese laws with respect to data protection. It is important to understand that a student's right to privacy is balanced by the School's need to have access to certain information in order to provide requested and recommended services and accommodations. This policy has been developed so that students, parents, faculty, and staff understand how such records are handled. The commitment of Juilliard and Tianjin Juilliard to maintaining the confidentiality of student disability records is paramount.

Information related to a student's disability may be disclosed to a third party who is not an administrator or faculty member of Juilliard or Tianjin Juilliard only under very limited circumstances defined by FERPA as well as applicable Chinese laws with respect to data protection and made part of the practices of The Juilliard School and Tianjin Juilliard. Information will be disclosed (i) with the prior written permission of the student, (ii) by court order, (iii) in response to a legal subpoena, or (iv) where there is a risk of harm and a need to protect the rights and interests of the students or other individuals.

Wherever there is conflict between FERPA and the PRC data privacy laws regarding data protection, the higher standards or requirements shall apply.

Further information can be found in the complete Disability Confidentiality Policy.

Grievance

Per the joint Tianjin Juilliard and Juilliard Disability Procedure, Tianjin Juilliard students who have a disability have the right to initiate a grievance procedure if the student feels that Tianjin Juilliard, or an administrator or faculty member of Tianjin Juilliard, is not complying with Juilliard's and Tianjin Juilliard's policies for students with disabilities or is not following the applicable disability laws. This policy and procedure are designed to provide students with a process for seeking review of the following: i) an accommodation determination; (ii) a lack of adherence to Juilliard's and Tianjin Juilliard's policies for students with disabilities; and (iii) the manner in which an accommodation granted to a student is complied with by those responsible for providing the accommodation.