

Title: 文件名:	Disability Attendance Accommodation Policy 残疾人士考勤调整政策
Policy Owner: 文件所有者:	Office of Academic Support and Disability Services 学术支持及残疾服务办公室
Contact Information: 联系方式:	oasds@tianjinjuilliard.edu.cn oasds@tianjinjuilliard.edu.cn
Applies to: 适用于:	All Tianjin Juilliard Graduate Students 天津茱莉亚全体研究生
Effective Date: 有效日期:	September 17, 2020 2020年9月17日

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.

天津茱莉亚学院（以下简称“天津茱莉亚”或“学院”）和茱莉亚学院（以下简称“茱莉亚”）都致力于确保所有学生都能接受教育，无论其是否有任何永久或暂时的残疾。天津茱莉亚遵守茱莉亚学院政策，即天津茱莉亚学生可以因残疾而对课程进行调整。考勤调整是一种恰当的调整，因为学生的残疾使其无法满足课程或排练的出勤要求。

Tianjin 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.

天津茱莉亚学院学术支持及残疾服务办公室（“OASDS”）会建议，学生由于受伤、住院、突发事件或环境变化和药物调整出现永久或暂时残疾，导致不可避免的功能损伤（随机的、医疗的、周期性，和/或偶发性）而无法上课时，可以进行考勤调整。

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.**

OASDS会根据具体情况对考勤进行调整。**考勤调整只能由OASDS批准。未经OASDS批准，**

教师个人不得提供与残疾有关的任何调整。

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.

残疾调整不具追溯效力，并仅在课程教师收到OASDS发出的调整信函，说明该课程被批准调整后方可生效。

Attendance Accommodation Definition

考勤调整定义

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 Student Development in consultation with the student, applicable faculty member, and OASDS.

已在 OASDS 进行注册的残疾学生可获得考勤调整作为其获批调整计划的一部分。考勤调整缺勤是指除课程大纲或排练时间表中规定的课程或排练允许的最大缺勤次数外的正当理由的缺勤。考勤调整根据班级上课或排练总次数确定，并由天津茱莉亚学院学术与学生发展办公室同学生、有关教师和 OASDS 协商安排。

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 Student Development 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.

如果接受考勤调整的学生快接近课程或排练时间表调整后的最大缺勤次数，该生和/或教师应尽快通知 OASDS 和天津茱莉亚学生发展办公室。如考虑增加最大缺勤总次数，学生则需要继续同 OASDS 进行协商并出示证明文件。

Students requesting an attendance accommodation for a particular course or rehearsal schedule must inform both OASDS and the Tianjin Juilliard Office of Student Development 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.

学生如果因为特定课程或排练要求调整考勤，则必须亲自或通过电子邮件将相应的课程大纲或排练安排告知 OASDS 和天津茱莉亚学院学生发展办公室。有正常原因缺席的总数（包括被批准的考勤调整数量）将会被标注在该生被批准的调整计划上。

Process for Requesting an Attendance Accommodation

申请考勤调整流程

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.

如果学生的身体或精神健康有缺陷，严重限制了一项或多项主要生活活动，或有某种缺陷的历史或记录，或被其他人认为存在某种缺陷，则可按照以下程序申请残疾人士考勤调整。

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.

学生必须在 OASDS 办公室注册，填写《残疾人士调整申请》；OASDS 可能会要求其提供病史及诊断的证明文件以确定资格。

2. The student must meet with OASDS for an intake appointment.

学生必须与 OASDS 进行面谈，预约信息登记。

3. If approved for an accommodation, the student will notify the faculty member with an official letter from Tianjin Juilliard's Office of Student Development 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.

如果调整得以批准，学生应以天津茱莉亚学院学生发展办公室发出的正式信函通知教师，包括 OASDS 批准的该课程调整的详细说明。仅在教师收到这封获批的调整信函后，调整才可生效。该调整不具备追溯效力。

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.

学生每学期必须亲自或在线上与 OASDS 会面，并可能被要求根据残疾的性质提交额外的证明文件。

Attendance Expectations

出勤预期

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.

全体学生皆应参加所有课程、表演及所需排练。无论是否获得残疾调整，学生都有责任完成满足课业所需的所有课程，包括小测试、考试、书面作业、班会和其他学习计划。

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 Student Development.

严重缺勤可能导致被要求退课或以未完成某门课程记分。在上述情况下，学生将被要求同学生发展总监见面。

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.

无论是否存在残疾，出勤率都是一个评估学生否达到课程要求的参考因素。如身体状况影响出勤，我们鼓励学生在学期初和达到课程或排练计划最大缺勤次数之前咨询OASDS办公室。如缺勤次数超过批准的调整计划，将会收到IA（出勤不足）的成绩。无论学生是否有残疾，都应理解并遵守天津茱莉亚的[专业标准](#)。

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

一旦确定需求，接受调整的学生应就任何与医疗或健康相关的延长缺勤情况同OASDS进行讨论。

Before missing a class, students must send an email to OASDS and the Associate Dean of Student Development (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.

在缺课之前，学生必须向OASDS和学生发展总监发送电子邮件（同时抄送其教师），作为缺课通知。上课时间超过24小时后收到的通知将被视作无故缺勤。

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.

如果学生因医疗、个人或专业原因需要长期离开学院，则可以按照学术政策及流程中天津茱莉亚《[休学请假政策](#)》规定申请请假。

Confidentiality

保密性

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.

天津茱莉亚承认学生伤残记录包含保密信息。因此，有关学生残疾情况的文件被保存在纽约茱莉亚学院学术支持及残疾服务办公室（OASDS）的保密文件中。它被视为《家庭教育权利和隐私法案》下学生教育记录的一部分，受 FERPA 限制和实践以及适用的中国数据保护法保护。理解这点很重要，即学院为了提供被要求和建议的服务及便利而需要获取某些信息时，需要衡量学生的隐私权。本政策的制定是为了让学生、家长、教师和行政人员了解此类记录如何处理。茱莉亚和天津茱莉亚对学生残疾记录保密的承诺至关重要。

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.

仅在 FERPA 规定的非常有限的情况下，以及适用的中国数据保护法规定的情况下，方可向非茱莉亚或天津茱莉亚管理人员或教师的第三方披露与学生残疾有关的信息，并将其作为茱莉亚学院及天津茱莉亚学院实践的一部分。信息将在以下情况下披露：（i）事先获得学生书面许可，（ii）按照法院命令，（iii）响应法律传票，或（iv）存在损伤风险，需要保护学生或其他个人的权益的情况。

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

若 FERPA 与中华人民共和国数据安全及隐私相关法律在数据保护方面存在冲突，则应以更高标准或要求为准。

Further information can be found in the complete Disability Confidentiality Policy. 更多信息请参见完整版《残疾保密政策》。

Grievance 申诉

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.

根据天津茱莉亚和茱莉亚残疾共同流程，如残疾学生认为天津茱莉亚或天津茱莉亚管理人员或教师，未遵守茱莉亚和天津茱莉亚残疾学生政策或不遵守相关残疾法律，则可发起申诉程序。本政策及流程旨在为学生提供审查以下事项的途径：i) 调整决定；(ii) 不遵守茱莉亚和天津茱莉亚残疾学生政策；以及 (iii) 调整提供便利调整负责方依规为学生服务的方式。