



## CENTER FOR STUDENT SUCCESS

Accessibility Services  
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Accessibility@husson.edu

### Procedure for Remote Participation as an Accommodation

This procedure provides a step by step process for students with disabilities to request remote participation for on-campus classes as an accommodation.

#### Institutional Context

Husson University offers both on-campus and online courses and programs. For most on-campus courses, student participation is a necessity. On-campus courses are most often designed to include classroom interaction, in-class activities or assignments, group work, labs, and the need for physical presence. If a student with a disability who is qualified to receive accommodations believes it may not be possible at times to attend on-campus and would like to be considered for remote participation, they may request an accommodation through Accessibility Services prior to the start of the semester. Remote participation is not intended to alter the course outcomes, or create a virtual track for an on-campus program, and must be explored on a case-by-case and course-by-course basis.

#### Important Dates

For the Fall 2021 semester, requests for virtual participation must be submitted to Accessibility Services by August 23rd to ensure a timely reply prior to the start of the semester and the add/drop period.

#### Student Procedure

- I. Students who have not yet registered with Accessibility Services should start by scheduling an intake meeting, contacting [accessibility@husson.edu](mailto:accessibility@husson.edu) or calling 207-992-1934. The intake meeting involves gathering necessary information, requesting accommodations, and exploring options with the Director of Accessibility Services. Students may also make an initial request in writing by clicking here: [Initial Accommodation Request](#)
- II. If the request is related to virtual participation for an on-campus course or courses because of a disability, the student will be asked to meet with their advisor to identify an alternative class schedule that includes online courses. The Director of Accessibility Services may contact the student's advisor to identify an alternative course schedule that allows the student to progress in their current program. Such alternatives will be explored prior to seeking an adjustment for virtual participation for an on-campus course.
- III. If replacing the current courses in question with fully online courses presents a disadvantage for the student, the student may continue the request for virtual participation for on-campus courses as an accommodation, and will be asked to provide documentation. See the **Documentation Guidelines for Remote Participation as an Accommodation**.
- IV. Once documentation is received by Accessibility Services, the faculty, Dean, and/or Provost's office will be contacted to explore whether virtual participation constitutes a reasonable accommodation for individual students in the relevant course(s), or if an adjustment to the student's attendance requirement is a viable alternative. Accommodation cannot alter the course learning outcomes, or present a fundamental alteration to the student's course or program. The feasibility of a student participating virtually while others are on-campus will require careful planning and considerations. The student's participation and communication in this planning is essential, and a plan may not be reached without the student's active participation. Identifying the presence of a fundamental alteration requires input from the academic community and Accessibility Services. For these reasons, coming to a determination may take up to 3 weeks.
- V. After a determination is made, Accessibility Services will contact the student and faculty by email.