

## Flexible Attendance Policy and Agreement

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## FLEXIBLE ATTENDANCE POLICY

When a student has a chronic condition with random or cyclical acute episodes, modifications to attendance policies may be appropriate as an accommodation.

Attendance accommodations need to be established in advance with Office of Accessibility Resources and Accommodations and cannot be applied retroactively.

A recent diagnosis, onset, or change in condition is comparable to an unexpected illness or injury and may not warrant accommodations in attendance policy. These events may warrant a withdrawal or a retroactive medical withdrawal under some circumstances. All withdrawal procedures and policies are handled by the office of the Registrar.

It is the student's responsibility to initiate the accommodations process with the Office of Accessibility Resources and Accommodations. Once attendance accommodations are deemed warranted by the Office of Accessibility Resources and Accommodations, the student is responsible for taking the official Contract to each of their professors to discuss course attendance and participation requirements, notifications of absences, and make-up assignment and test policies.

The student is responsible for fulfilling the essential requirements for the course. The Office of Civil Rights has developed the following questions to use as guidelines in determining whether or not attendance is an essential requirement for the course:

- 1. Is there classroom interaction between the instructor and students, and among students?
- 2. Do student contributions constitute a significant component of the learning process?
- 3. Does the fundamental nature of the course rely upon student participation as an essential method for learning?
- 4. To what degree does a student's failure to attend constitute a significant loss to the educational experience of other students in the class?
- 5. What do the course description and syllabus say?
- 6. Which method is used to calculate the final grade?
- 7. And what are the classroom practices and policies regarding attendance?

Faculty should review these questions to determine whether attendance is an essential requirement for the course and what flexibility is permissible in discussing the issue with the individual student as needed. In order to meet the obligations to the student who has been accommodated with flexible attendance, faculty members need to be able to show that an interactive process with the student occurred in addressing the student's request for flexible attendance in a particular class. Accessibility Resources and Accommodations staff are available for consultation in these matters. Once the faculty member and student have discussed the issue of attendance and the faculty member has determined and communicated to the student the appropriate level of flexibility for the class, the student is responsible for complying with the attendance plan established. The student is responsible for following up with the faculty member if the attendance plan requires adjustment.

In the event that a student with the flexible attendance accommodation is unable to attend class, he or she must notify their faculty members. In extreme cases, such as a hospitalization, the student may contact the office of Accessibility Resources and Accommodations to send a notice to all of his or her professors. The student should make every attempt to deliver or have delivered any work that has been completed and is due to the professor. It may not be appropriate to discuss make-up work at the time the student notifies the professor of the need to be absent. The student is responsible for initiating conversation with the professor once he or she is able to determine what work or participation needs to be made up and how it will be completed.



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## FLEXIBLE ATTENDANCE AGREEMENT

Studen	t Name:	Student ID#:
Course	:	Semester:
Profess	sor:	Date of Meeting:
ibility in meet w modatio	attendance. The Office of Accessibition their faculty member(s). Following	tendance when they have documentation that their disability that requires a need for flexility Resources and Accommodations (ARA) require students with this accommodation to this meeting, the student and instructor should have a clear understanding of what accomed absence. To facilitate this discussion, the following document should be reviewed and
1.	Maximum number of disability relate avoid vague language)	d absences allowed for this student in this course: (please be as specific as possible and
2.		y the instructor when a disability-related absence occurs: (depending on the nature of the instructor immediately before or after the missed class? How should the student notify you?)
3.	maximum number of days that assign	assignments/projects due the day of the disability-related absence. (If allowed, include the nments may be late and how they should be submitted to you. In most cases the extension tes need to be approved of by the professor before the actual due date.)
4.	Procedure for making up a missed q disability related absence).	uiz, examination or in-class graded assignment (on a day when it is necessary to have a
tor have adminis number	e completed this form together. If necestrator may also be included in the co	ability–related flexible attendance accommodation and only when the student and instructessary, Accessibility Resources and Accommodations staff, the department chair or other inversation. Both the instructor and student should retain this document. If the maximum and instructor should meet to discuss further options (i.e. incomplete, withdrawal).
Studen	t Signature:	Date:
Faculty Signature:		Date:

If it is thought that attendance can be justified as an integral part of how the course is taught and/or how learning is to be demonstrated and measured, there can be a point at which disability-related absences cannot be reasonably accommodated. If at any point the faculty member or student have any questions, please contact ARA so they can address and work to resolve them.