

Guidelines for Determining Flexibility in Attendance

Students are expected and encouraged to attend class. Faculty have a right to establish attendance policies. However, if a student has a disability that may occasionally impact his/her ability to attend class and/or complete assignments and tests at the scheduled time, flexibility in attendance is considered an appropriate accommodation. Hopefully, a student's disability will not interfere with attendance; however, if the student has disability related absences during the semester, the accommodation allows for flexibility in attendance policies and make-up work.

Student Responsibilities

- Student will provide appropriate documentation of a disability to the Disability Resources and Services (DRS) Office.
- Student will discuss impact of his/her disability with the DRS Coordinator.
- If deemed an appropriate accommodation, flexibility in attendance is added to the student's accommodation letter.
- Student will schedule an appointment to meet with the Instructor to determine a reasonable number of absences for the class and to establish a specific plan for making up missed work.
- Student will contact the **Instructor** (not the DRS Office) as soon as possible to inform the Instructor that the absence was medically necessary.
- Student will adhere to the agreed upon plan and complete make up work within the agreed upon alternate timeline.
- Student will contact the DRS Office immediately with any questions or concerns.

Instructor Responsibilities

- Instructor will meet with student during scheduled appointment to discuss flexibility in attendance and to determine a reasonable number of absences for the course and develop a specific plan for making up missed work.
- Instructor will complete Flexibility in Attendance worksheet that is attached to the student's accommodation letter.
- **Instructor will maintain the essential standards/learning outcomes of the class.**
- If the student notifies the Instructor of a disability related absence, the Instructor will return student's voice mail/e-mail as soon as possible and verify the agreed upon alternate time line for make-up work.
- Instructor will contact the DRS Office immediately with any questions or concerns.

Disability Resources and Services Office Responsibilities

- The DRS Coordinator discusses accommodation needs with the student and reviews student's documentation. If reasonable, the Coordinator establishes that flexibility in attendance is an appropriate accommodation
- DRS Coordinator will generate student's accommodation letters which student will deliver to Instructors.

- DRS Coordinator will, if necessary, help faculty and student develop a plan for completing make-up work.
- DRS Coordinator will address student/faculty questions and concerns regarding accommodations.

Considerations to Use When Determining Flexibility in Attendance

- What does the syllabus say about attendance? Is there an attendance policy and are all students required to provide a doctor's note if absent?
- Is attendance factored into the student's final grade?
- What is the "time in seat" expectation for the class?
- Are students required to actively participate in class discussions/activities?
- How is participation figured into the final grade?
- How are students expected to interact with each other (in class, group work outside of class, via Blackboard or email)?
- Is the material provided in class sequential? Does each week's material build on the material learned in the previous week(s)?
- Are there other sections of the class that the student could attend in order to catch up on missed material?
- What policies exist for making up missed exams, pop quizzes and late work?
- Does the class use Blackboard?
- Could missed assignments be turned in via e-mail or through Blackboard?
- Are tests to be taken at a specific time and place or is there a window of time when tests can be taken?
- Is it possible for students to "work ahead" in this class?

If you have questions or concerns about these guidelines please contact the Disability Resources and Services Coordinator in Room 586 or by calling (208) 535-5468.