

Office of Accommodation & Inclusion

Flexible Attendance Policy and Agreement

Rationale

At times it may be appropriate for a student to receive an accommodation for flexible attendance. This typically is due to a physical, health or psychological disorder with random or cyclical acute episodes that disables the student to the point where they would be unable to attend class on a given day. The unpredictable nature of these events calls for an accommodation as this limits the student's ability to participate in the course in a way that is beyond their control.

Since OAI has documentation on file that confirms that a student's disability may impact attendance, no additional documentation (i.e. a note from the student's medical professional) outside of the accommodation introduction letter needs to be provided to the professor.

Process

Faculty should consider the following questions posed by the Office of Civil Rights (OCR) in determining flexibility in their course attendance policy.

1. Is there classroom interaction between the instructor and students and among the students themselves as an ongoing feature of the class?
2. Do student contributions in class constitute a significant component of the learning process?
3. Does the course rely upon student participation in discussion or related activities as an essential method for learning?
4. To what extent does a student's absence from the class constitute a significant loss to the educational experience of other students in the class?
5. What do the course description and syllabus say regarding attendance?
6. Is attendance an essential factor by which the final course grade is calculated?

Faculty should also consider their general practices with regards to exceptions made to students. It is important that students with disabilities are not held to a different attendance standard than students for whom you may apply attendance modification. For example, what is the general practice when a student is ill or has extenuating circumstances such as a death in the family? What is the general practice when a student is an athlete and you are asked to consider this as part of the attendance grade?

The Office of Accommodation and Inclusion is available to assist the professor and student in how the accommodation applies to the course. Courses that include labs, barn duty or other experiential learning (internships, clinicals, etc.) may have a stricter attendance policy given the nature of learning (and in some cases patient or animal safety) requires the student's attendance and participation.

The student should meet with the professor of each course to discuss the amended attendance expectation, how to notify the professor when a disability absence is needed and expectations of turning in work or taking exams during the absence.

If, due to the nature of the course requirements, flexibility in attendance would require a significant modification to the program requirements, the professor should notify the Office of Accommodation and Inclusion to see if there are alternate accommodations that could be made to ensure equal access.

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Course Name: _____ Course # _____ Section# _____

Student Name: _____ ID# _____

Email: _____ @findlay.edu Phone: _____

Professor Name: _____ Email: _____ @findlay.edu

Office Phone: _____ Alt. Phone: _____

General Attendance Policy	Flexible Attendance Accommodation Policy (e.g. If class is allowed to miss 3 lectures/labs with no penalty, this student might be allowed 5.)

If student is late or absent due to a documented disability, what will the make-up policy be?

How will assignments that cannot be made up such as group activities or labs be handled?

What is the timeline allotted for making up exams, practicums, or quizzes?

(e.g. Student will email to notify professor for make-up exams. Student will have 3 business days to make up exam.)

In case of a disability related absence:

Whom should the student notify? _____

How should notification be made? _____

By when should notification be made? _____

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The student agrees to the following:

- The student is responsible for obtaining any information missed.
- The student is only able to utilize this plan for documented disability related reasons.
- There will be one attendance form required for each class. Meet with each professor and complete the Flexible Attendance Form.
- OAI will email a copy of the completed form to the professor and student.
- If not attending class due to a disability related reason notify the appropriate party listed on this agreement and the Office of Accommodation and Inclusion as soon as possible.
- **In order to utilize the flexible attendance accommodation, this form must be completed and returned to the Office of Accommodation and Inclusion.**

Student Signature: _____ **Date:** _____

Professor Signature: _____ **Date:** _____

Director, OAI: _____ **Date:** _____