



Flexible Attendance Policy

Attendance is recognized as an important component to the learning process in higher education. Strict attendance policies allowing a specific number of absences before grades are sanctioned may foster student accountability and intra-class responsibility for many students. However, for some students with conditions of an episodic nature or other impairments, their disabilities may make it difficult to fulfill strict attendance requirements. The Office of Student Disability Services (SDS) has established a policy for considering leniency in such classroom attendance policies. Please see the Absence Policy outlined in the Disability Handbook and on our website.

It is best if students approved for consideration of leniency in attendance initiate a conversation with each instructor about the use of this accommodation before, or near, the start of the semester. Accommodations are not retroactive, meaning requests made during the semester will only take into account attendance requirements going forward and will not negate absences that have already occurred.

This accommodation, if granted, is determined on a course by course basis, taking into consideration the course outcomes as determined by the instructor and/or academic department, as well as other factors as appropriate.

If it is not possible to approve leniency regarding the attendance policy for a given course, the student will be informed and given the opportunity to discuss other accommodation options.

Important Information:

- This accommodation is **not** a blanket reason to miss class.
- Faculty are still responsible for this accommodation even if they delay in responding to SDS.
- Some students register late in the term and some wait to respond to the need to sign the agreement. In these cases, faculty are not expected to provide retroactive accommodations. However, it may still be helpful to have this information, even at a late point in the term.
- At no time is the student required to present the faculty member with medical documentation verifying his/her disability related absence for this accommodation.

- Absences that are not related to the effects of a disability are not included in this accommodation (i.e. absences due to a common illness, car trouble, etc.) and should be addressed according to the syllabus stated attendance/absence policy. The student is responsible for following the faculty member’s syllabus regarding absences due to non-disability related issues.
- An accommodation in attendance is not reasonable if regular attendance is essential to the course and/or curriculum.
- Faculty are not obligated to re-teach material missed due to not attending class.
- Not every course component can be provided an extension.
- Students have the responsibility for completing all class work and should be held to the same standard as all other students.

Please sign below:

Students are responsible for contacting the faculty member as soon as possible when a disability-related absence will occur/has occurred and, as necessary, informing the faculty member when they will return to class. If the student is unable to reach the faculty member directly, the student or someone acting on his/her behalf may contact SDS and the information will be relayed to the instructor.

Student Initials here _____

This accommodation potentially provides only flexibility for physical attendance in face-to-face classes or virtual attendance for remote and online classes. The student remains responsible for material covered and/or work done during such disability-necessitated absences. Extended time on assignments may be necessary and should be discussed with the instructor immediately if needed. Please see our Extended Time on Assignments Policy on our website.

Student Initials here _____

If, at any time, the faculty member believes the student’s absences from class threaten the academic integrity of the curriculum or the accomplishment of learning objectives, the faculty member should contact SDS as soon as possible. After consulting with the instructor, SDS staff will contact the student to review available options.

Faculty Initials here _____

*Misuse of this accommodation will result in revoking of the accommodation and a formal meeting will be held between the student, SDS staff, and the faculty member.