

## Office of Accessible Education Disability-Related Flexibility in Attendance/Assignments Agreement

Dear Professor,

The Office of Accessible Education (OAE) has determined flexibility in attendance/assignments as an appropriate academic accommodation for your student.

Students with this accommodation of disability-related flexibility in attendance/assignments have disabilities that are episodic in nature with random or cyclical acute episodes and as a result, the disability may occasionally impact the students' ability to attend class, complete an assignment or take an exam at the scheduled time.

In order to provide the best information to OAE and for OAE to better understand the role attendance plays in the design of your course, we ask that you consider the following before completing this form:

- What is the course attendance policy? What do the course description and syllabus say?
- What method is used to calculate the final grade? (attendance, assignments, exams, etc.)
- Is the attendance policy and late work or missed exams policy applied consistently? Are there exceptions to the policy made for extenuating circumstances, such as athletic travel or religious observation?
- How much interaction is there between the instructor and students and among students?
- Do student contributions constitute a significant component of the learning process?
- Does the design of the course rely on student participation as a significant method for learning? Attendance and/or their assignment (project) contributions.
- Is there content only offered in class?
- To what degree does a student's failure to attend class or do an assignment on time compromise the educational experience of other students in the class?

When a class is missed due to a disability-related absence, a general rule to consider for determining a reasonable timeframe for a makeup or postponement of an assignment, paper, or exam is the time equivalent to that which was missed. In certain courses, it may be appropriate to consider an alternative assignment, reading or project to make up for missed class discussions or projects. Other examples of how disability-related absences may be accommodated may include the ability to turn in assignments/papers late without grade penalty or the ability to make up any assignments or exams that have been impacted by the disability-related absence without grade penalty. To set parameters between faculty and student a Disability-Related Flexibility in Attendance/Assignments Agreement must be completed by the student and professor for each course.

Please complete the following and return to [rmorgan@agnesscott.edu](mailto:rmorgan@agnesscott.edu) within three days.

# Office of Accessible Education Disability-Related Flexibility in Attendance/Assignments Agreement

Student Name:

Faculty Name:

Course Subject & Number:

## 1. Maximum number of unexpected disability-related absences allowed for this student for this course?

*This should be in addition to what is stated in the syllabus). If this is an online course or other type of course where attendance does not apply, note NA below. For all other courses be as specific as possible, please do not use vague phrases such as "flexible", "to be determined", or "open".\**

## 2. How and when will the student notify the instructor of an unexpected disability-related absence?

*Depending on the nature of the student's disability, it is reasonable for the student to notify the instructor of a disability-related absence either before or after the missed class session.*

I do not take attendance and do not need to be notified unless the absence is on a day with an exam. If an exam is missed, please notify me by email within 24 hours of the missed exam, or as soon as you are able.

Please notify me by email within 24 hours of the missed class/lab, or as soon as you are able.

Other (Specify Below)

Additional Note or Comment

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3. This student may experience disability-related circumstances that may impact assignment due dates. How much additional time is approved for assignment extensions?

- Turn in within 48 hours of due date
- Turn in within 72 hours of due date
- Turn in within one calendar week of due date
- Other (Specify Below)

Additional Note or Comment

4. Policy for making up a missed exam, or in-class graded assignment given on the day of an unexpected disability-related absence (in most cases this should be a minimum of 24 hours):

*Faculty should also specify via email communication the specific date/deadline to make up a missed exam and copy [rmorgan@agnesscott.edu](mailto:rmorgan@agnesscott.edu). Please note some make-ups will need to occur on the following Monday since OAE is closed on weekends.*

- Make up within 24 hours of due date
- Make up within 48 hours of due date
- Make up within 72 hours of due date
- Make up within one calendar week of due date
- Other (Specify Below)

Additional Note or Comment

***If at any point, the professor and/or the student have any questions or concerns about this process or agreement, OAE should be informed as early in the process as possible.***

***Faculty should retain a copy of the form for your records. Once received, OAE will review and provide a copy to the student if there are no questions/concerns.***