Disability Services requires that students with a disability-related need for flexibility in attendance meet with their faculty to discuss the extent to which modification in attendance policies may be reasonable for a particular class. Following this meeting the student and faculty member should have a clear understanding of what accommodations can be made for disability-related absences. This Agreement facilitates the discussion and should be completed fully to clearly set out expectations.

The Director of Disability Services is available to consult with during the scheduled meeting between faculty member(s) and student while completing this Agreement. In some instances, the participation of the Director of Disability Services will be mandatory.

Federal law requires colleges and universities to consider reasonable modification of attendance policies if needed to accommodate a student’s disability. In making this determination, two questions must be answered:

- Does the student have a documented disability that directly affects their ability to attend class on a regular basis? Disability Services will make this determination based on a review of documentation from the student’s physician or psychologist and provide verification in a letter the student presents to the faculty member.
- Is attendance an essential part of the class? Would modification of attendance policies result in a fundamental alteration of the curriculum? Faculty make this determination in consultation with Disability Services.

The Office of Civil Rights (OCR) has provided the following guidelines to assess if attendance is an essential element of a 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 on 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. What are the classroom practices and policies regarding attendance?

Please complete this section fully:

With regard to notification of an absence, best practice is a student will notify the faculty by email within 24 hours of the episode.
With regard to number of disability-related absences allowed for this student for this course, the course syllabus attendance policy will be modified for the student as follows:
(Be as specific as possible. Avoid vague phrases such as “flexible”, “to be determined”, or “open”. Changes can be written out below or a copy of the policy with written changes can be attached. Example: If your syllabus says 5 days, give the student 6 days. Syllabus states can miss 10% of the class; student can miss 15%.)

Procedure for turning in homework/assignments/projects due the day of a disability-related absence (whether in class or online): Include maximum number of days assignment may be late and how they are to be submitted:

Procedure for making up a missed quiz, exam, or in-class graded assignment given on the day of a disability-related absence:

If 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 and/or the student have any questions or concerns about the Modified Attendance Agreement process and/or the provision of this accommodation, Disability Services should be notified as soon as possible so they can address the concerns and work to resolve them.

This agreement is valid with an approved disability-related absence accommodation and only when the student and faculty member have completed this form together. The student should provide a copy of the completed and signed Modified Attendance Agreement to the Director of Disability Services.

If the maximum number of allowed absences is exceeded during the semester, the student and instructor must meet to discuss an appropriate course of action (such as: the number of absences allowed will be reviewed). Disability Services should be informed as soon as possible so they can work with the faculty member and student to come to a reasonable solution.

Student Name: _______________________________ Date: __________________
Student Signature: ______________________________________________________

Faculty Name: _______________________________ Date: __________________
Faculty Signature: ______________________________________________________