

Attendance Accommodation Agreement

Office of Disability Services – CAS & SBS

Date: _____

Student Name: _____ **ID#:** _____

Course: _____ **Semester:** _____



Federal law requires colleges and universities to consider reasonable adjustments to attendance policies if needed to accommodate a student's disability. In making this determination, two issues must be addressed:

- Does the student have a documented disability that directly affects their ability to attend class on a regular basis? The Office of Disability Services will make this determination based on a review of documentation pertaining to the student's disability and will provide verification of eligibility in an accommodation letter the student presents to the instructor.
- Is attendance an essential element of the course? Would adjustment to the attendance policy result in a fundamental alteration of the curriculum? Instructors make this determination on a case-by-case basis in consultation with The Office of Disability Services.

The Office of Civil Rights (OCR) has provided the following guidelines to assess if attendance is an essential part of a class:

1. Is there classroom interaction between the instructor and students and among other 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 education 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?

The Office of Disability Services requires that students with a disability-related need for flexibility in attendance meet with their instructors to discuss the extent to which adjustment in attendance policies may be reasonable for a particular class. Following this meeting, the student and instructor should have a clear understanding of what accommodations, if any, can be made for disability-related absences. To facilitate this discussion, this agreement should be reviewed and completed to clearly set out expectations. The Office of Disability Services staff is available to consult with instructors and students on issues concerning disability and attendance and can facilitate the completion of this agreement.

Maximum number of disability-related absences allowed for this student for this course: _____

(Please do not restate the number of absences allowed for all students in the course. Be as specific as possible and avoid vague phrases such as "flexible," "to be determined," or "open".)

How and when will the student notify the instructor of a disability-related absence (email, phone, etc.)?

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

Procedure for turning in homework/assignments/projects due the day of a disability-related absence; include maximum number of days assignments may be late and how they are to be submitted (a reasonable timeframe for a makeup or postponement of an assignments is the time equivalent to that which was missed).

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

Additional reasonable attendance accommodations:

There can be a point at which disability-related absences cannot be reasonably accommodated 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. If at any point, the instructor and/or the student have any questions or concerns about this process, the Attendance Accommodation Agreement and/or the provision of this accommodation, The Office of Disability Services should be notified as soon as possible so it can address the concerns and assist to resolve them.

This agreement is valid with an approved disability-related absence accommodation and only when both the student and instructor have completed this form together. If necessary, The Office of Disability Services staff, the department chair or other appropriate administrator may also be included in the discussion. The student should provide a copy of the completed and signed Attendance Accommodation Agreement to their case manager at The Office of Disability Services. Both the instructor and student should retain copies as well.

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: student will be granted an incomplete; student will be advised to withdraw from the course; the number of absences allowed will be reviewed; the student's grade will be graded accordingly, etc.). The Office of Disability Services should be informed as soon as possible so they can work with the instructor and student to come to a reasonable resolution.

Student Name: _____

Student signature: _____ Date: _____

Instructor Name: _____

Instructor Signature: _____ Date: _____