



STUDENT- INSTRUCTOR AGREEMENT FLEXIBILITY WITH ATTENDANCE

(See reverse side for more information)

I, _____ (PRINT NAME), have met with my course instructor about my accommodation of Flexibility with Attendance. We've agreed to the following terms and conditions:

- If I am unable to attend class because of my medical condition, I will notify my instructor prior to the class period.
- If my absence prevents me from taking an exam or submitting an assignment, I will make prior arrangements with my instructor to make up the exam or turn in the assignment. My instructor may provide a new due date (without late grading penalties), not to exceed _____ additional days. After the revised due date, I will be subject to the same late grading penalties in place for other students in the class.
- I understand my total absences may not exceed _____ days of class (maximum 30% of class **unless otherwise specified by my instructor**). If my absences do exceed the allotted amount, I acknowledge that my grade may be impacted.
- I will use this accommodation responsibly by requesting it only when medically necessary.

We've read, discussed and understand all the above terms and conditions.

Student Signature: _____

Today's Date: _____

Course Title: _____

Term/Year: _____

Instructor's Name: _____

Instructor's Signature: _____

Once the agreement is completed and signed by both the student and the faculty member, please submit the completed form to the Office of Disability Services.

****Student should contact ODS with any concerns regarding this agreement.**

Policy on Flexibility with Attendance

If attendance is required, then it must be determined how much attendance is essential or the maximum time that can be missed before compromising the integrity of the course/program. The number of allowable absences depends on the interactive or participatory nature of a course, or is based on accrediting agency rules. In most cases, faculty will require a minimum of 70% class attendance. Again, depending on the nature of the class (labs, graduate level, group projects, etc.) faculty may require 80% to 90% class attendance.

How to Determine if Attendance is Essential to the Course:

A 1996 Office of Civil Rights case gave the following factors to be considered when determining if attendance is essential to the course:

1. What does the course description and syllabus say about attendance?
2. Is attendance factored in as part of the final course grade?
3. What are classroom practices and policies regarding attendance?
4. Is the attendance policy consistently applied?
5. Have exceptions been made for extenuating circumstances other than disability?
6. Is there classroom interaction between the instructor and students or is group work required for the class?
7. Do student contributions constitute a significant component of the learning process?
8. Does the course rely on student participation as a method for learning?
9. What is the impact on the educational experience of other students in the class?

When is it Appropriate to Have Flexibility with Attendance?

When a student has a chronic condition with random or cyclical acute episodes, accommodations to attendance policies may be appropriate. Faculty set their own attendance policy, the accommodation is simply a request for some flexibility.

Flexibility with Assignments

If the student needs special consideration in meeting deadlines for assignments and tests, the student will notify the faculty of any period of illness or inability to complete deadlines before the due date. The student will make arrangements with the faculty regarding completing the required course work. The student understands that he/she will need to work with the faculty to determine the new due date and that the request for an extension must be made in advance of the due date. The student should not incur any late grading penalties, if arrangements were established in advance.

Faculty Notification Letter

If the student is eligible for the above accommodations, the faculty notification letter will contain the following:

"Student's disability might impact class attendance. It is estimated that this will not exceed 30% of the term. The Student-Instructor Agreement should be completed and noted if more than 70% attendance is required due to the structure of the class. It is student's responsibility to inform you (the instructor) of his/her absence in a timely manner (i.e., before class), and to clarify with you the methods and timelines for making up assignments missed due to the absence from class (i.e., make up tests and quizzes, timeline for handing in work that was to have been handed in during the class period, etc.)."

Source:

<http://ds.oregonstate.edu/faculty/guidelines.php#flexibilityknow>