

Disability Support Services Flexibility with Attendance Form

This form will assist in determining how disability-related absences will be handled and to set guidelines for the student to follow to complete the course with the agreed upon modifications.

Student's Name:

Instructor's Name:

Course & CRN:

Term & Year:

To assist in determining to what degree attendance is essential to the course and in order to determine the number of absences that would not fundamentally alter the requirements of the course, instructors can use the following questions to make this determination:

1. What is the nature of the classroom interactions between the instructor and students?
2. Do student contributions constitute a significant component of the learning process?
3. How could student in-class contributions be provided in alternate ways, when needed?
4. Does the fundamental nature of the course rely on student participation as an essential method for learning?
5. To what degree does a student's failure to attend constitute a significant loss to the educational experience of the student as well as other students in the class?
6. What does the course description and syllabus say about the attendance policy and late work?
7. What method is used to calculate the final grade?
8. What are the classroom practices and policies regarding attendance?
9. Is there content only offered in class? Could course content be supplemented in other ways for students who must miss class?

**If attendance is factored into the grade for your course, what is the percentage?
What are the number of allowed absences stated in your syllabus?**

After reviewing, the questions listed above and consulting with DSS, what is the acceptable number of absences for the student before it poses a fundamental alteration to the course outcome?

How and when should the student notify the instructor of a disability-related absences?

- College Email
- Phone

Comments:

What is the timeframe and procedure for making up a missed quiz or missed exam due to the disability-related absence?

(For example: The missed exam or quiz may be taken within 48 hours at the Assessment Center)

What is the timeframe and procedure for turning in assignments missed due to a disability-related absence?

(For example: The missed assignment can be submitted within 72 hours by email or to the instructor's office or to the next class session)

Completed copies of this form will be provided to the student, faculty, and DSS counselor.

If at any point the instructor and/or the student have any questions or concerns about this process, the Flexibility with Attendance Form and/or the provision of this accommodation, Disability Support Services must be notified as soon as possible so we can address the concerns and work to resolve them.