

Academic Flexibility Attendance Consideration

The Accessibility Resource Center (ARC) has determined that for disability-related reasons, this student is eligible for flexibility with attendance requirements. This accommodation is only granted under exceptional circumstances and with significant supporting documentation on file. This accommodation requires clear communication between the instructor and student.

Purpose of Agreement

- This agreement is intended to clarify the expectations of students in the course by gaining course design information to guide the implementation of this accommodation.
- The student and instructor will need to communicate and discuss the questions raised in this agreement. This discussion will ideally occur during the first week of the semester. The ARC counselor is available to provide support and guidance in this process

Guidelines

- This agreement must be established before absences have become an issue. Faculty are only required to provide approved disability related accommodations after receiving a letter of accommodation and a discussion between the student and professor, and ARC, if necessary, has taken place.
- A disability related absence, as defined by the Accessibility Resource Center, is when a student is absent due to the direct effects of a documented disability. This agreement does not apply to absences for other reasons.
- The method and timing of the communication of a disability related absence must be agreed upon by the instructor and student.
- The student is not required to disclose to the instructor the details of the 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/event.

- The student is responsible for obtaining and completing any missed work due to a disability related absence within the deadlines provided by the instructor.
- Notify the ARC immediately if there is concern of compromising the academic integrity of the course in order to initiate a discussion of potential alternative strategies.
- ARC is available to assist in determining reasonable accommodations for individual students. Please contact the ARC counselor listed in the accommodation plan if you need additional clarification regarding this accommodation.

Evaluating the Role of Class Participation

These questions are designed to help identify the role in-class participation has toward students meeting course outcomes. The agreement questions are designed for the instructor and student to discuss and agree upon the course parameters. If concerns come up or agreements are not able to be reached, please contact the ARC counselor listed in the accommodation plan.

- What does the syllabus state regarding attendance/participation?
- What stated learning outcomes or objectives require participation?
- Is attendance factored in as part of the final course grade? If yes, what is the percentage of the grade?
- Is there classroom interaction between the instructor and students, and/or among students?
- Do student contributions constitute a significant component of the learning process?
- What is the impact on the educational experience of other students in the class?
- Is there content only offered in class?
- Are assignments used as class content when they are due? (e.g. problem sets reviewed as the first lecture on that content)

NOTE: 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 the maximum number of negotiated absences is exceeded, the student and instructor must meet to discuss an appropriate course of action (examples: student will be granted an incomplete; student will be advised to withdraw from the course; number of absences will be re-discussed). If original agreement is re-discussed, please notify the Accessibility Resource Center.

Questions for Discussion

1. What is the maximum number of absences with accommodations for this course?
2. When the student has a disability related absence, when and how shall the student notify the instructor?
3. It is expected that the student will make up missed course content. What is the student's plan to make up course content? For example, will the student access information from classmates, access information from Canvas or D2L, course materials, or utilize tutoring or other supportive services on campus, or visit the instructor during office hours?
4. If applicable, how will the student make up missed lab or group work?
5. Please be aware that the ARC does not proctor make up exams. In case of a missed exam, the student should immediately contact the instructor to determine when and where the student will make up the exam.