

Attendance Flexibility Agreement

Federal law requires colleges and universities to consider reasonable modification of attendance policies if needed to accommodate a student's disability that impacts attendance. In conjunction with the [Attendance Policy for Students](#) detailed in the Faculty Handbook, Section 2.3, the modification includes additional absences and the ability to submit/make-up missed assignments, assessments, and quizzes that have been impacted by the disability-related absence, without grade penalty. The disabilities covered under this accommodation are typically chronic or episodic in nature and may include disabilities requiring on-going or specialized medical treatment. This accommodation does not apply to absences for other reasons. The Center for Educational Access (CEA) has documentation of the disability on file and the student is not required to present the professor with medical documentation verifying the disability-related absence.

This accommodation should be provided unless the accommodation threatens the integrity of the course as offered. It is important that the student and course instructor discuss the issue so that the student can then make an informed decision regarding alternatives. Requests for accommodations for absences due to a disability should be considered on an individual and course-by-course basis. After reviewing the guidance materials and engaging in discussion about the course requirements, below are the agreed upon course parameters for the implementation of disability-related absences in this specific class. If any concerns come up, please contact the CEA. Faculty should complete all applicable attendance and related of this form.

Evaluating the Role of Class Participation

The focus of this accommodation is on the essential element of participation. These questions, which are provided by the Office of Civil Rights (Case no. 09-96-2150), are designed to help identify the role in-class participation has toward students meeting course outcomes/objectives. On the next page course parameters will be shared and agreed upon. If concerns come up, or agreements are not able to be reached, contact the CEA.

- Is there classroom interaction between the instructor and students and among students?
- Do student contributions in class constitute a significant component of the learning process?
- Does the fundamental nature of the course rely on student participation as an essential method for learning?
- To what degree does a student's failure to attend constitute a significant loss to the educational experience of other students in the class?
- What do the course description and syllabus say?
- What method is used to calculate the final grade?
- What are the classroom practices and policies regarding attendance?

Limitations of this accommodation assert the following:

- Unlimited and excessive absences are unreasonable.
- Use of this accommodation is not permitted for seasonal illness and disabilities not documented by the CEA.
- This accommodation may not alter the essential component of the course. This accommodation may not be permissible where class attendance or participation is considered to be an essential component of the course.

Course:

Section:

Student Name:

ID:

Course Specific Parameters

After reviewing the previous information and questions and engaging in discussion about the course requirements, below are the agreed upon course parameters for the implementation of attendance flexibility in this specific class. If any concerns come up, please contact CEA.

A. Disability Related Absences

If in-class participation is essential to the course, please indicate the **maximum** number of absences permitted as an accommodation for this course. Do not restate the number of absences allowed for all students in the course. Be specific and avoid vague phrases such as “flexible”, “to be determined”, or “open”.

2 absences

4 absences

6 absences

Other:

Class attendance is not monitored and/or I do not have an attendance policy. (If chosen, skip to Section B)

Notification of Absences

Detail the timeframe of the student’s notification to the instructor of a disability related absence.

Within 8 hours of the missed class

Within 24 hours of the missed class

Within 48 hours of the missed class

Other:

N/A - Attendance is not monitored thus notification of an absence is not required.

Detail how the student should notify the instructor of a disability related absence.

Email

Phone

Other:

N/A - Attendance is not monitored thus notification of an absence is not required.

Course:

Section:

Student Name:

ID:

B. Assignments/Examinations

A disability related absence can impact the student's ability to turn in homework, assignments, or projects due the day of a disability related absence. The disability may also impact the student's ability to complete exams or quizzes at the designated time. The section below will help detail a reasonable plan of action to submit/make-up missed assignments or exams within a specified timeframe.

Maximum timeframe for the student to submit missed homework/assignments/projects if due to a disability related absence.

Within 24 hours of the missed deadline

Within 48 hours of the missed deadline

Within 72 hours of the missed deadline

Other:

Procedure for submitting the homework, assignment or project?

Email

Bring it to the instructor's office

Bring it to the next scheduled class

Other:

Maximum timeframe for the student to make up missed exam, quiz or in-class assignment given on the day of a disability related absence.

Within 24 hours of the missed exam, quiz or in-class assignment

Within 48 hours of the missed exam, quiz or in-class assignment

Within 72 hours of the missed exam, quiz or in-class assignment

Other:

Procedure for making up missed exam, quiz or in-class assignment?

Course:

Section:

Student Name:

ID:

C. Attendance Points/ Participation Points/ Group Discussion Points

Instructors are asked to consider if there are points and assignments connected to attendance. In some courses, it may be appropriate to consider an alternative assignment, reading or project to make up for missed class discussions or projects. *If applicable*, detail the following:

Procedure for making up attendance points missed due to a disability related absence.

Procedure for making up participation points missed due to a disability related absence.

Procedure for making up group discussion points missed due to a disability related absence.

This is an agreement between the student and instructor regarding the expectations of the attendance flexibility accommodation in this class. The student and/or instructor should contact the CEA at ada@uark.edu if:

- Terms of agreement are not being met
- Questions or further guidance is needed
- Absences meet or exceed the allotment of absences agreed upon

Student Name:

Student Signature: _____ Date:

Instructor Name:

Instructor Signature: _____ Date:

**Both the instructor and student should retain a signed copy of this agreement,
and the instructor should forward a copy to CEA at ada@uark.edu.**