

Flexible Attendance/Deadline Accommodation

Purpose of Document

This form is intended to provide the student the opportunity to state their specific needs, for the faculty/department to consider the feasibility of meeting those needs within the context of a particular course, and to memorialize the plan for the implementation of the reasonable flexibility accommodation in that course.

This document is a tool being used as part of the interactive process and is **not** intended to create a negotiation for a requested accommodation between the student and faculty, as that would run afoul of Office for Civil Rights guidance. This document is a part of the student's educational record and protected from disclosure to other parties by the Family Education Records and Privacy Act of 1973. It may be shared with others who have an educational need to know the information contained herein, such as a department chair.

Student Section

Students who will need the accommodation of reasonable flexibility with attendance/deadlines are advised to complete the following information and share it with their instructors as part of the interactive process. If you need support in completing this form or providing the following information to your instructor, please reach out to your DRC Coordinator. If needs change during the semester, this form can be revisited if needed. This accommodation provides flexibility only for disability-related absences or extensions, not all situations for which a student may miss class or request an extension. As occasions arise where you need to use this accommodation, you will need to communicate with your instructors in a timely fashion to make them aware of your disability-related need for flexibility. When contacting your instructor about missing class or needing an extension, be sure to clearly communicate that you need to use your flexibility accommodation. It is not necessary that you provide a doctor's note or specifics about your exacerbated disability symptoms, but it is important that faculty recognize whether a request is disability-related or not.

To Be Completed by Student

Student Name:	
Student ID#:	
Course and Section Number:	
Semester:	
Instructor:	

1. Per the course syllabus, what is the maximum number of classes that a student is allowed to miss before penalty?

2. How many absences beyond what is typically allowed do you believe is reasonable in consideration of the impact of your disability? (Please keep in mind that what you suggest may not be what is ultimately granted.)

3. Per the course syllabus, what is the policy on late assignments?

4. What degree of flexibility do you believe is reasonable with assignment deadlines?

5. Is there any other information you would like your professor to know regarding possible disability-related absences or deadline extensions?

After completing the Student Section of this form, please provide it to your instructor.

Instructor Section

Some students with disabilities have exacerbations of symptoms which are intermittent and/or unpredictable in nature, and unfortunately, may impact attendance and timely work completion even despite proper time management and prior planning. Federal law requires colleges and universities to consider reasonable modification of policies if needed to accommodate a student's disability.

If the above student has the accommodation of “reasonable flexibility if intermittent and/or unpredictable disability-related issues arise that result in absence and/or inability to complete assignments by deadline” listed in their accommodation letter for your course, the DRC has determined that flexibility with attendance and deadlines is a reasonable academic accommodation for the student based on our review of this student’s medical documentation and knowledge of the impact of this student’s disability. If the above student has not provided you an accommodation letter for your course which lists this accommodation, please advise the student that you will not be able to proceed until you have verification that they have been approved for this accommodation by the DRC. This accommodation, even when approved, can look different in each course, and is not intended to fundamentally alter the curriculum. Instructors are advised to engage with their department chair as they analyze the centrality of attendance to their course and the amount of flexibility that can be provided.

The Office for Civil Rights has provided the following guidance questions to be used when determining if attendance is an essential part of a class:

- Is there classroom interaction between the instructor and students and among students?
- Do student contributions 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 are the classroom practices and policies regarding attendance and are they noted in the course syllabus?
- Is the attendance policy equally applied? (For example, how might the absence be addressed if it fell under the University’s classroom attendance policy as an excused absence for a university-sanctioned event or activity?)

While students are expected to make contact with their instructor when this accommodation is needed, it is not expected that students will provide a doctor’s note regarding each absence or extension, as the student will have already documented the condition’s impact with the Disability Resource Center.

Accommodations are not required to be implemented retroactively. If a student presents you with an accommodation letter indicating the need for this accommodation after they have already experienced absences or missed deadlines, it is permissible to provide flexibility for those situations, but not required.

As we engage in the interactive process to determine how this accommodation applies to this course, this document should provide the student a clear understanding of what accommodations can be made for disability-related absences and deadline extensions. To facilitate this process, the instructor should answer the following questions to clearly set out expectations. If you have any questions or concerns, please reach out to the student’s DRC Coordinator listed in the accommodation letter.

A note for online instructors: If you teach an asynchronous online course, there may not be an attendance component, and therefore only the flexibility with deadlines component of the accommodation may be relevant. In this situation, it is appropriate to indicate “not applicable” on the questions which don’t apply to your course.

To Be Completed by Instructor

1. What is the maximum number of disability-related absences (beyond what is listed on the syllabus) allowed for this student for this course?

2. How will the student notify the instructor of a disability-related absence (email, phone, etc.)? Depending on the nature of the student's disability, it may be reasonable for the student to notify the instructor of a disability-related absence either before or in a timely fashion after the missed class session.

3. What is the procedure for turning in homework/assignments/projects for which a disability-related extension is needed? Include maximum number of days assignments may be late and how they are to be submitted. If there are multiple types of assignments in your course for which varying degrees of flexibility are possible, make note of differences based on assignment type.

4. What is the procedure for making up a missed quiz/test/exam or in-class graded assignment given on the day of a disability-related absence?

Signatures

By signing this agreement, student and faculty agree to the course specific parameters listed above. This agreement is valid with an approved reasonable flexibility accommodation and only when the student and faculty have completed this form in agreement.

If the maximum number of allowed absences is exceeded during the semester, the instructor and student are advised to 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, etc.).

Faculty Signature:

Date:

After completing the Instructor Section of this form, please sign and send it to the student.

Student Signature:

Date:

After reviewing this completed form, please sign to indicate your agreement to the above parameters. Provide a signed copy to your instructor and maintain a copy for your own records. It is recommended that you provide a copy to your DRC Coordinator as well. If you have concerns about the parameters provided by your instructor, please reach out to your DRC Coordinator for assistance before signing.

If you have feedback on how we could improve this form or process for future semesters, please share it with us at askdrc@louisville.edu.