Dear Faculty:

The accommodation of attendance flexibility is authorized for students who have documented disabilities with symptoms and/or medical necessities that may impact their required participation. **As with all accommodations there needs to be a discussion between the faculty and student prior to implementation of accommodations.** Disability Support Services respectfully requests that you consider these suggestions for developing **guidelines and limits** when meeting and working with the student who has flexibility as an accommodation:

1) You may require the student contact you in advance or as soon as possible, after the occurrence of an *episode* or *effect* of the documented disability. The student should be held responsible for keeping in contact with you and updating you on their situation.

2) You may give assignments to the student in advance to avoid extensions. If the assignment is dependent on specific lectures, you may then consider extending the due date.

3) You may establish a timeline for a missed assignment. For example, the assignment must be turned within ____days of the missed due date.

4) You may establish a timeline for completing a missed test/quiz. For example, the test must be completed within ____days of the scheduled test.

5) If the class only meets twice per week and attendance is crucial for grasping the material you may encourage the student to enroll in a class that meets daily; this may lessen the amount of missed class time.

6) If the course requires collaborative in-class group work, or there are labs with required prelab lectures, it may be identified that these absences alter or modify the essential criteria of the course. If this is the case, the student and instructor are encouraged to contact DSS for assistance in exploring any other reasonable accommodations to meet the essential course demands.

7) Student and instructor should review this form and together develop guidelines and limits of this accommodation for meeting the essential criteria of the course. It is a good idea to use the back of this form to write down the agreed guidelines and limits made between the two of you regarding how and when flexibility with course/work and/or testing will be implemented and followed through with regards to this course.

Attendance flexibility is a reasonable accommodation and is authorized for students with appropriate documentation. However, the student should not be allowed to use flexibility as an excuse to miss class or tests, or to not contact the instructor. **It is important to note that attendance flexibility should not lower the essential requirements of a course. It is a good idea for both student and instructor to sign this form with copies made for each.** If at any time you have questions, please contact the Director of Disability Support Services at ext. 2646.

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Signature of Student        Date          Signature of Instructor  Date