

## Flexibility in Attendance Accommodation Procedure

### Description:

All students are required to complete the essential requirements of their courses, including attendance. However, students may have chronic or episodic medical conditions where course attendance may pose a barrier. Qualified students may warrant a flexible attendance accommodation. Disability Support Services (DSS) has created the agreement below to clarify the expectations of the student and the faculty to ensure there are reasonable modifications made to a course if a student cannot attend class due to a disability-related absence.

### Building an Agreement:

1. Students need to discuss their accommodations with their faculty at the beginning of the quarter. If you do anticipate needing this accommodation for a class, please notify DSS by [email](#) or by calling 425.352.8261. We encourage students to notify DSS before the start of the quarter.
2. Students and faculty must participate in a collaborative process to determine a Flexibility in Attendance Agreement. The following considerations must be accounted for when building this agreement:
  - Desired method of communication for the student to notify the faculty of a disability-related absence. ***(Important: Students must notify their faculty of their absence before the start of the class. The absence does not have to be accommodated for if the faculty isn't notified.)***
  - This accommodation is not an automatic extension for assignments.
  - Faculty are not obligated to create extra work for either the student or themselves as a substitute for "participation" in class or missed assignments. However, faculty are encouraged to consider whether there are opportunities to make-up their absence.
  - The number of acceptable absences a student can miss before it would fundamentally alter the course outcomes will be determined. If the absences meet or exceed 50% of those stated in the Flexibility in Attendance Agreement, please notify DSS immediately.
3. **Important: Flexible Attendance Agreements must be agreed and signed by both parties and for accommodation to take effect.**

### Disagreement Procedure:

If a disagreement arises between the student and instructor regarding the Flexibility in Attendance Agreement, DSS must be contacted immediately. DSS will consult with both the student and the instructor to determine the appropriate level of flexibility in attendance. Factors considered include (but not limited to) the student's situation and following questions:

1. What guidelines are given in the course syllabus regarding attendance?
2. Is attendance factored into the final grade? If yes, what is the percentage?
3. Is there regular classroom interaction between the faculty and students and among the students themselves?
4. Does the fundamental nature of the course rely upon student participation as an essential method of learning?
5. Do student contributions in class constitute a significant component of the learning process?
6. To what degree does a student's failure to attend class constitute a significant loss of the educational experience of other students in the class?
7. Is there an alternative method for the student to make up class participation?

## Flexibility in Attendance Agreement

### Information

- Student Name: \_\_\_\_\_
- Faculty Name: \_\_\_\_\_
- Course and Section: \_\_\_\_\_
- Quarter: \_\_\_\_\_

### Communication

If the student listed above misses a class due to a disability-related absence, what the best way for the student to submit any assignment they may have missed? (Note: Absences are not automatic extensions and assignments are expected):

- CANVAS
- Email

### Absences (Faculty answers):

1. If attendance is factored into the grade for your course, what is the percentage: \_\_\_\_\_
2. If there are a number of acceptable absences stated in your syllabus, what are they: \_\_\_\_\_
3. After reviewing the questions listed above on page 1 and consulting with DSS staff, what is the acceptable number of absences for the student before it poses a fundamental alteration to course outcomes: \_\_\_\_\_
4. What is the timeframe for the student to make up a missed exam/quiz if due to a disability-related absence:  
24 hours  or 48 hours

### Responsibilities:

#### Students

- Students will notify DSS if they anticipate needing this accommodation for a particular class.
- Students will notify faculty of an absence before the start of class for this accommodation to apply.
- Students will still submit their assigned work in the event of an absence.

#### Faculty

- Faculty should not ask for specifics the disability related absence but if the student divulges that information, it must be kept confidential.
- Faculty should not deny an accommodation without first contacting DSS.
- The agreement above will guide the terms of the accommodation and Faculty should be clear of their expectations.

#### DSS

- Contact faculty to determine how Flexibility in Attendance may impact the student's ability to access essential requirements of the course.
- Work with faculty to determine if there are a number of acceptable absences for the course.
- Provide student and faculty with accommodation information and policy at the beginning of the quarter.
- Provide support to student and faculty when questions or disagreements arise.

### Signatures

By signing below, both parties are agreeing to the terms listed above.

Student Signature and Date: \_\_\_\_\_

Faculty Signature and Date: \_\_\_\_\_