



Flexible Attendance/Deadlines Clarification Form

Student Name: _____ **ID:** _____

Faculty Name: _____

Semester (e.g. Fall 2019): _____ **Course (e.g. ENG 101):** _____

This student is registered with the Accessibility Services Office in the Learning & Student Development Center and presented documentation stating that the nature of the student's disability MAY affect attendance in class. Although many disabilities are cyclical in nature and would not regularly affect the student's ability to attend class, flare ups, medication reactions, increases in symptoms, out of town doctor's appointments, etc., may cause the student to miss class on occasion.

This form is designed to allow the faculty to clarify requirements of the course and for students to share with the faculty possible attendance issues. In using this form, the student and faculty should clarify any expectations regarding notification in the case of absence, the process for completing missed work and how the student will obtain information missed in class. The Director of the Learning & Student Development Center will discuss the potential implications of missing class (i.e. missed notes, greater difficulty in understanding the material, etc.) with students, and stress that this accommodation does not guarantee success and that clear communication with the faculty member is critical in utilizing this accommodation.

Although allowing for disability-related absences is a reasonable accommodation for this student, Accessibility Services recognizes that there may be courses in which class participation and attendance are essential (e.g., labs, theatre, music, practicums). While the Accessibility Services Office cannot recommend a certain number of excused absences, the questions below will provide some guidance to determine how much flexibility can be offered while still maintaining the essential elements of the course and learning experience.

The Director of the Learning & Student Development Center/ADA Coordinator can serve as a resource to discuss this form and/or options related to addressing accommodation issues. Please feel free to contact the LSDC at 304.336.8274 or christopher.mcpherson@westliberty.edu

**Questions related to course requirements and instructor's expectations regarding
Course Attendance and Participation.**

The U.S. Department of Education Office of Civil Rights has outlined the following factors to consider when evaluating flexibility with attendance policies and classroom participation for students with disabilities.

1. Is there classroom interaction between the instructor and students and among students?
 - Yes, please describe: _____
 - No

2. Do student contributions/participation constitute a significant component of learning?
 - Yes, please include percentage of the grade _____ percent
 - No

3. Does the fundamental nature of the course rely upon student participation as essential to the learning method?
 - Yes, approximately _____ percent of in-class activities includes essential requirements in this course
 - No

4. If yes, the following opportunities are available for the student to "make-up" this participation:
 - There are no other opportunities
 - Meet during instructor's office hours to discuss material
 - Extra credit opportunities
 - Written assignments
 - Other: _____

5. To what degree does a student's failure to attend constitute a significant loss to the educational experience?

6. Does this class have an attendance policy that is outlined in the syllabus?
 - Yes, please describe _____

 - Please describe any flexibility you are willing to grant to your policy:

 - No

Students who miss a significant amount of classes with a heavy emphasis on interaction and participation may not be able to fulfill course requirements/expectations. While instructors are encouraged to work with students to minimize the impact of missing class due to their disability, in some cases excessive absences may limit the student's ability to complete the essential requirements of the course. Instructors are encouraged to contact the Director of the Learning & Student Development Center/ADA Coordinator with any questions or concerns regarding attendance issues.

**Questions related to course requirements and instructor's expectations regarding
Assignments and Exams.**

7. Is there a make-up exam policy?
- Yes, please describe _____
 - Please describe any flexibility you are willing to grant to your policy:

 - No
8. If no, would the student have the opportunity to make-up the exam in your course?
- Yes, please describe _____
 - No
9. Is there a policy for turning in missed assignments?
- Yes, please describe _____
 - Please describe any flexibility you are willing to grant to your policy:

 - No
10. If no, would the student have the opportunity to make-up the missed assignment in your course?
- Yes, please describe _____
 - No

This student has documentation on file at the Accessibility Services Office that indicates their disability has the potential to affect their ability to attend class. The nature of their disability may not require them to seek medical treatment for each absence and therefore documentation regarding specific disability-related absences may not be reasonable. If you have any questions about excusing disability-related absences, please contact the Director of the Learning & Student Development Center.

Questions related to the student's individual situation.

11. When factors cause me to be absent, I will typically be affected for:
- One day
 - Multiple days
12. Based on the nature of the disability, how much advance notice of the need to be absent are you (the student) typically able to provide?
- One week or more
 - Within 24 hours
 - Unpredictable

Questions for the student and instructor to discuss.

13. Please indicate your preference on how the student should contact you about missing class. (Please feel free to mark any options)
- The student does not need to contact me.
 - Email
 - Phone call
 - Within the day
 - Within 2 days
 - Within the week
 - Other: _____
14. How will the student get copies of class notes or other information presented in class?
- The student will set up a group of fellow students to contact
 - Information is available on Canvas
 - The instructor will email notes to the student
 - Other: _____
15. After _____ number or _____ percent of missed classes/coursework, the student and instructor should meet to discuss progress in the class. This will serve as an opportunity for the instructor and student to revisit this document, discuss academic progress and allow the student the opportunity to decide whether or not continued enrollment in the course is feasible.

For the student: *The above questions have been discussed and answered as completely as possible. I am aware of my responsibilities related to class attendance and communication with the instructor as documented above.*

Student Signature

Date

For the instructor: *I am aware of the student's possible issues related to attendance as discussed in this form and have informed the student of my expectations.*

Instructor Signature

Date

For the Accessibility Services Office: *I have received and reviewed this completed form and will be available as needed regarding this accommodation for the course.*

Director, LSDC or Designee Signature

Date

This accommodation is not officially recognized by the Accessibility Services Office until receipt of this completed form, and will be in effect as of the instructor's signature date. The student, instructor, and LSDC should have a copy of the signed document. The instructor or student may bring a copy to the LSDC (Main Hall, Room 147)