



Guidance and Agreement for “Flexibility with Attendance”

Western Carolina University recognizes that there may be instances when flexibility with attendance is deemed a reasonable accommodation for a student with a documented disability. This accommodation can look different in each course. Students with this accommodation must have “Flexibility with Attendance” on their Accommodation Letter. This accommodation must have direct effects to the documented disability and does not apply to absences unrelated to the documented disability. This accommodation is not intended for unlimited absences.

Typically, a student with this accommodation has a disability which is episodic in nature and may have impacts to class participation. It is recommended that the student and instructor discuss the *Guiding Questions* to help clarify the student’s participation expectation in the course and use the *Agreement for “Flexibility with Attendance”* questions (#1-4). Ideally this occurs at the beginning of the semester, or when the instructor is notified.

Guiding Questions

- What does the syllabus state regarding attendance/participation?
- What stated learning outcomes or objectives require participation?
- Is attendance factored in as part of the final course grade? If yes, what percentage of the grade?
- Is there classroom interaction between the instructor and students, and/or among students?
- Do student contributions constitute a significant component of the learning process?
- Does the course rely on student participation as a method for learning?
- Is there content only offered in class or is there an impact on the educational of other students?
- Are assignments used as class content when they are due?

Agreement for “Flexibility with Attendance”

1. If in-class participation is essential to the course, please state the percentage of class that can be missed or number absences permitted (be specific and do not restate the number of absences allowed for all students).
2. How and when will the student notify the instructor of a disability related absence? (i.e. before or after the missed class session, etc.)
3. What is the process for turning in homework/assignments/projects due the day of a disability related absence? (you may differentiate between short-and-long term assignments as flexibility on long-term assignments may not be applicable).
4. What is the procedure for making up a missed quiz, examination, or in-class graded assignment given on the day of a disability related absence?

Instructor Name _____ Signature _____ Date _____

Student Name _____ Signature _____ Date _____