

# **Flexibility in Attendance**

## **A Student's Guide**

### **What Flexibility in Attendance Is:**

- An accommodation for students whose disability causes periodic absences from class.
- A process that begins with Center for Accessibility Resources (CFAR). Students must apply for services (<https://www.linnbenton.edu/cfar>) and have this accommodation approved by CFAR. This accommodation is considered on an individual, case-by-case basis.
- Please keep in mind, this accommodation may not work in every classroom environment. Students must meet course outcomes and in some courses attendance is a required outcome. Work with CFAR if you have any questions or concerns.

### **What Flexibility in Attendance Is Not:**

- A blanket reason to miss class. Students are encouraged to attend class as much as possible.
- A blanket reason to turn in late assignments. Only assignments due during a period of absence are permitted to be turned in late (according to the agreement you have with your instructor).
- Applicable to absences unrelated to the effects of a disability (such as common illness, car trouble, lack of daycare, etc.) and should be addressed according to the course syllabus attendance/absence policy.

### **Flexibility in Attendance Checklist for Students**

- Talk with your instructor early in the term to discuss the accommodation. Make an appointment to meet during office hours.
- Develop a plan, with your instructor, on how to communicate absences (related to your disability), how and when to turn in late work, how and when to make up missed in-class assignments, tests, and/or participation points.
- Attend classes as much as possible.
- If you are unable to attend class, notify your instructor as soon as possible.
- Talk to your instructor about your progress in class throughout the term. Don't wait until finals week to learn how you are doing in the class.
- Complete all work required for the course.

- If you have any questions or if you encounter difficulties with this accommodation, please contact your Academic Success Coach.

#### Instructor responsibilities:

- Instructor meets with student during scheduled appointment to discuss flexibility in attendance and to determine a plan for communication of absences, participation points and missed work.
- When the student notifies faculty of a disability related absence, the instructor will return the student's phone call, email, etc. as soon as possible and will verify the agreed upon alternate plan for making up missed participation and work.
- Instructor makes agreement with student when and how late assignments will be submitted.
- The instructor will maintain the essential standards/learning outcomes of the class.
- The instructor will contact CFAR with questions or concerns.

#### CFAR responsibilities:

- CFAR staff meets with student to determine accommodation needs.
- If appropriate, CFAR establishes that flexibility in attendance is a reasonable accommodation.
- CFAR generates the student's accommodation letter (sent via email) in a timely manner.
- CFAR is available to assist the instructor and student in developing a plan for flexibility with attendance, making up participation points and completing missed work.
- CFAR will address student and instructor questions/concern regarding accommodations.