



## Modified Attendance Agreement Form

**Student Name:** \_\_\_\_\_ **ID:** \_\_\_\_\_

**Course:** \_\_\_\_\_ **Semester:** \_\_\_\_\_

Federal law requires colleges and universities to consider reasonable modification of attendance policies if needed to accommodate a student's disability. In making this determination, two questions must be answered:

- Does the student have a documented disability that directly affects his/her ability to attend class on a regular basis? The Learning Access Coordinator will determine this by reviewing student medical documentation.
- Is attendance an essential part of the class? Would modification of attendance policies result in a fundamental alteration of the curriculum? Instructor makes this determination.

The Office of Civil Rights (OCR) has provided the following guidelines to assess if attendance is an essential part of a class:

1. Is there classroom interaction between the instructor and students and among students?
2. Do student contributions constitute a significant component of the learning process?
3. Does the fundamental nature of the course rely on student participation as an essential method for learning?
4. To what degree does a student's failure to attend constitute a significant loss to the educational experience of other students in the class?
5. What do the course description and syllabus say?
6. Which method is used to calculate the final grade?
7. What are the classroom practices and policies regarding attendance?

Students with a disability-related need for flexibility in attendance are encouraged to meet with their instructors to discuss the extent to which modification in attendance policies may be reasonable for a particular class. Following this meeting the student and instructor should have a clear understanding of what accommodations can be made for disability-related absences. To facilitate this discussion this Agreement can be reviewed and completed to clearly set out expectations.



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**Maximum number of disability-related absences allowed for this student for this course:** \_\_\_\_\_

**How and when will the student notify the instructor of a disability-related absence (email, phone, etc.)?** (Depending on the nature of the student's disability, is it reasonable for the student to notify the instructor of a disability-related absence either before or after the missed class session?)

**Procedure for turning in homework/assignments/projects due the day of a disability-related absence; maximum number of days assignments may be late and how they are to be submitted:**

**Procedure for making up a missed quiz, examination, or in-class graded assignment given on the day of a disability-related absence:**

**If it is thought that attendance can be justified as an integral part of how the course is taught and/or how learning is to be demonstrated and measured, there can be a point at which disability-related absences cannot be reasonably accommodated. If at any point, the instructor and/or the student have any questions or concerns about this process, the Modified Attendance Agreement and/or the provision of this accommodation, the Learning Access Coordinator could be notified as soon as possible so they can address the concerns and work to resolve them.**

If the maximum number of allowed absences is exceeded during the semester, the student and instructor have the option to meet to discuss an appropriate course of action (such as: student will be granted an incomplete; student will be advised to withdraw from the course; the number of absences allowed will be reviewed, etc.). The Learning Access Coordinator can be informed as soon as possible to work with the instructor and student to come to a reasonable solution.

Student Name: \_\_\_\_\_

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

Instructor Name: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_