

Flexible Attendance Agreement

The Americans with Disabilities Amendments Act specifies that exceptions will be made to established policy on a **case-by-case basis**. Faculty attendance policies are based on the structure of the class, the information to be covered and the method of instruction (e.g., lecture, discussion or activity). Further, the level of attendance required can vary from subject to subject and class to class and in some classes, attendance is a fundamental/essential requirement in meeting course objectives. In other circumstances, faculty may determine that students can master course content with the accommodation of leniency in attendance.

Based on disability documentation provided by the student, DSS has verified that this student's disability may cause the student to miss classes and has identified flexible attendance as an appropriate accommodation for this student.

This agreement is to be used in assisting the professor and the student in determining what is reasonable regarding attendance. This agreement is to only cover those absences due to the student's disability. The student is responsible for following the professor's policy regarding absences due to non-disability related issues.

If the professor and/ or the student have any questions or cannot agree on the following terms, DSS should be contacted immediately.

This agreement must be established at the beginning of the term, not after attendance has become an issue. Students who request this accommodation or provide documentation after absences have occurred will not be eligible for retroactive accommodations. When a student is absent due to his or her disability, he or she is responsible for the class content, notes and information presented that day. The student needs to arrange how he or she will obtain this information at the beginning of the term prior to possible absences.

A copy of this agreement should be kept on file by the professor and student. Please bring a copy of this agreement to the DSS office. If the student or professor has any questions, please contact the DSS office:

Disability Support Services
121 Tawanka
Cheney, WA 99004
509-359-6871 Front Desk
509-359-4706 Director, Kevin Hills
dss@ewu.edu

Terms of Agreement:

Student Name:

Term:

Professor's Name:

Course:

Maximum absences allowed for this course as indicated in the syllabus: _____

Disability related-absences will be handled as follows (please check the appropriate box(es) or provide a plan of action):

- The student will notify the professor before class that he/she will be absent due to disability related reason. This notification will be in the form of an email to the following address:

- The student will notify the professor before class that he/she will be absent due to disability related reason. This notification will be a phone call to the following number:

- The student will inform the professor within the day of the class, that the absence was disability related.

- Other:

Procedure for turning in homework that is due the day of the absence:

Procedure for making up a missed quiz, exam or in-class graded assignment:

Other attendance-related agreements:

Student's signature

Date

Professor's signature

Date