

FLEXIBLE ATTENDANCE ACCOMMODATIONS GUIDELINES

Overview:

Students are responsible for attending all classes regularly and meeting all deadlines for assignments and exams. Faculty have the right to establish policies to regulate attendance, assignment due dates, and exams. However, if a student with a disability or a health condition that is episodic or cyclical in nature and causes random flare-ups of acute symptoms, they may occasionally miss class or fail to adhere to a scheduled deadline. In these instances, modifying attendance requirements, assignment deadlines, and/or exam dates may be considered a reasonable accommodation. The number of reasonable absences and length of extensions will vary and is based on the interactive and participatory nature of a course, as well as any applicable Culver-Stockton College related regulations.

What do Flexible Attendance Accommodations mean?

Students are responsible for attending their classes regularly and meeting all deadlines. Faculty have the right to determine attendance policies and establish due dates for assignments and exams. Flexible accommodations for disability-related absences do not waive these rights and responsibilities, but rather are designed to provide some elasticity. For example, students with episodic disabilities may be allowed 1-3 absences beyond what would be provided to any student, or an agreement of exam rescheduling with no grade reduction may be made.

Faculty are not expected to or obligated to provide these accommodations retroactively, and are never required to reteach missed material. Students with this documented accommodation should never be required to submit medical information to their instructor, and non-disability related absences are not covered by these accommodations.

The degree of flexibility that is available varies and depends on the interactive and participatory nature of a course, as well as the standards mandated by college, department, and accreditation agencies. All assignments, quizzes, and exams must be completed by the last day of the final exam period, unless an incomplete has been requested by the student and granted by the professor.

In some cases, flexible accommodations may not be reasonable or appropriate, even if the student has a disability or health condition that otherwise warrants flexibility. Examples of such include clinical practicums, hands-on lab courses, etc.

What is the process for requesting flexible attendance accommodations?

The student must self-disclose their disability to the Office of Accessibility & Accommodations and submit an application for Academic Accommodations and Flexible Attendance Accommodations. Each student's case is considered individually and evaluated based on the documentation and information provided. The student must provide documentation from a licensed medical or mental health professional with whom they have an established and ongoing relationship. The documentation must verify the disability and describe how and why the disability impacts attendance.

In assessing the reasonableness of flexible attendance accommodations, the Office of Accessibility & Accommodations will gain clarity on the role attendance plays in the course or program and the impact extensions and rescheduled exams may have on the essential learning outcomes of other participants.

As guidance from the Office of Civil Rights suggests, the following elements will be explored with faculty when determining whether or not flexible attendance accommodations can be granted:

- What does the course description and syllabus say about attendance?
- Is attendance factored in as a part of the final course grade?
- Have exceptions been made for extenuating circumstances other than disability?
- Is there classroom interaction between instructors and students or is group work required for this class?
- Do student contributions constitute a significant component of the learning experience?
- Does the course rely on student participation as a method for learning?
- What is the impact on the educational experience of other students in the class?

If these accommodations are determined reasonable, the Assistant Director of Student Success, Coordinator for Accessibility will work with students and their faculty on the following:

- How will the student notify the instructor if they miss class for a disability-related reason?
- How will they arrange to turn in missed work or reschedule an exam?
- What number of absences is allowed beyond what is otherwise noted in the syllabus?
- To what degree is it reasonable to extend the window for online exams, quizzes, discussions, and assignments?
- Is an incomplete or withdrawal appropriate for this student's situation?