

## Flexible Attendance Agreement Procedure

Flexible attendance accommodations are a safety net for students to help in cases of chronic illnesses, mental exhaustion caused by a disability (e.g. concussion), or physical exhaustion caused by a disability. This accommodation is designed to establish flexibility for attendance when a brief, periodic health or medical experience with potential abrupt onset impacts these areas; it is not designed to support a substantial number of missed classes (sporadic or consecutive). If this occurs, reasonable adjustments may not be possible and the student's final grade may be impacted if remaining in the course.

**Students should not use the flexible attendance agreement for other absences (such as seasonal illness, COVID, oversleeping, school related trips, family deaths, etc.).** Professors may not require a doctor's note for absences related to the student's disability (as a note of the condition is already on file with Student Accessibility Services), but may be required for other absences not included in this accommodation.

Students are accommodated for missing class sessions, but are still responsible for the information and material of that class. **Professors are not responsible for providing recordings of class or additional materials as a part of this accommodation.** Students should develop other methods for catching up on material that may be missed when this accommodation is used such as notes from others in the class, TA/Tutor hours, office hours, etc.

Professors will be notified of the accommodation via e-mail from the Office of Student Accessibility Services (SAS). Students or professors can require this agreement to be completed as a part of the accommodation. If this occurs, the student then schedules an appointment with the individual professor to discuss and complete the agreement:

- Both the student and the professor must sign the agreement. Both should retain copies, and the student must provide a signed copy to the SAS Office.
- It is recommended that the discussion start by reviewing the syllabus together, paying particular attention to attendance policies and learning objectives.
- **Note:** if a professor requires a Flexible Attendance Agreement and the student does not schedule a meeting, this accommodation is not in place for this class, and professors are not required to give flexible attendance considerations.

## Flexible Attendance Considerations

As an institution, Illinois Wesleyan University is focused on helping students obtain a liberal arts education and prepare for professional careers in diverse fields. As a part of this, academic programs may consider the attendance requirements of potential careers for graduates as a part of their class attendance requirements in upper-level courses. To do, please note the *Samper v. Providence St. Vincent Medical Center*, job attendance requirements. A job requires attendance when:

- The employee must work as part of the team
- The job requires face-to-face interaction with clients/other employees
- The job requires the employee to work with items or equipment only available on site

### Guidance Questions for Determining Reasonable Flexible Attendance Standards:

- What does your syllabus say about attendance? Have you made exceptions to these policies in the past? What is the purpose of these policies and how would modification of the policies impact course management?
- Are attendance and/or participation points factored in as part of the course grade? If so, how? Is this a course, department, or school policy?
- Is there any flexibility regarding attendance already built into the course?
- Is the format of instruction primarily lecture or interactive? Does instruction and learning rely on specific elements from previous class sessions or assignments?
- Do student in-class contributions constitute a significant component of the learning process (e.g. discussion, presentations, group work, role-play)?
- What is the impact on the educational experience of other students in the class if a student is absent?

### Practical Application Considerations to the Questions Above:

- If the course is mostly lecture based, the in-class experience reviews content available in the text or from instructor/peer notes, and involves little student interaction during class, then more flexibility with excused absences/participation points is reasonable.
- If the course is mostly experiential or discussion based, the in-class content is not recreated elsewhere, and/or involves significant student interaction, then less flexibility with excused absences/participation points is reasonable.
- If there is disagreement on what may be reasonable between the student and professor, please contact Student Accessibility Services for assistance.
- In the event that the student is unable to meet the terms of the agreement, and if no reasonable revisions to the agreement can be made, the student should then be held to the relevant course syllabus policies.

# Flexible Attendance Agreement

*Please submit a completed and signed copy to [accessibility@iwu.edu](mailto:accessibility@iwu.edu)*

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

Course Name/Number: \_\_\_\_\_

Semester: \_\_\_\_\_ Professor: \_\_\_\_\_

**Syllabus attendance policy:**

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**Modifications to the attendance policy:**

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**Method(s) of notification for use of this accommodation** (the standard method is an e-mail no later than 24-hours after the class period with Student Accessibility Services copied on the message (cc)):

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

Professor Signature: \_\_\_\_\_ Date: \_\_\_\_\_