



## Flexible Attendance Agreement

Students may qualify for a flexible attendance accommodation because of a documented diagnosis that meets the criteria of the ADA definition of a disability.

Students are not required to disclose information about their disabilities (including diagnosis) to staff/faculty outside of Disability Support Services (DSS).

Disability-related attendance accommodations are intended to mitigate the impact of the fluctuating symptoms experienced by the student, by providing an occasional alternative way for the student to remain enrolled in courses and meet essential course objectives.

Accommodations are not retroactive, meaning requests made during the semester will only take into account attendance requirements going forward and will not negate absences that have already occurred. **Absences that are not related to the effects of a disability are not included in this accommodation** (i.e. absences due to an illness unrelated to the disability, car trouble, etc.) and should be addressed according to the syllabus stated attendance/absence policy. The student is responsible for following the faculty member's syllabus regarding absences due to non-disability related issues.

If, at any time, the faculty member believes the student's absences from class impede the academic integrity of the curriculum or the accomplishment of learning objectives, the **faculty member should contact DSS as soon as possible**.

**Students are responsible for contacting the faculty member** as soon as possible when a disability-related absence will occur/has occurred and, as necessary, informing the faculty member when they will return to class.

For successful implementation of this accommodation, please complete the following steps:

1. Student and faculty review this document and the course syllabus before connecting (meeting, email, office hours, etc.) to discuss a plan for the course.
2. Meet and discuss the questions as they pertain to the course.
3. Complete the form and return to Disability Support Services, [disabilitysupportservices@risd.edu](mailto:disabilitysupportservices@risd.edu).



**Questions for the instructor to review regarding elements of their course:**

- What are the essential requirements or elements of the course?
- How does a student's attendance relate to those requirements/elements?
- Is there more than one way to achieve course requirements?
- What is the method by which the final course grade is calculated?

**Questions to discuss and use to develop an agreement:**

- **What is the maximum number of disability-related absences as a reasonable accommodation for this course?** Please do not restate the number of absences already permitted for *all students* in the course. The student is encouraged to share the number of absences they anticipate before determining the appropriate alternate number.
- **How (i.e. email, through Canvas, etc.) and when should the student notify the instructor of the disability-related absence?** Note: depending on the nature of the student's disability, they may not be able to provide advance notice of their absence. Because the student's disability status has been verified through DSS, students should never be required to submit a doctor's note for a disability-related absence to faculty.
- **If an assignment is due the day of a disability-related absence, what is the procedure for submitting the assignment?** Please discuss the maximum number of days the assignment may be late and whether you need different plans for each type of assignment. Additionally, please discuss if and how you would like the student to submit the progress they have made on the assignment.
- **How can the student obtain the material covered that day from the missed class?** In addition to having access to lecture notes, students should also be able to connect with a course instructor to discuss questions about content missed.
- **If the student's disability is impacting them in ways they were not able to anticipate during this meeting, how should they reopen this conversation?**



## Flexible Attendance Agreement Form

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

Course Name/Number:\_\_\_\_\_ Semester/Yr:\_\_\_\_\_

Instructor's Name(s):\_\_\_\_\_

Maximum number of disability related absences reasonable for this student in this course: \_\_\_\_\_

Procedure for turning in homework/projects due the day of a disability related absence; include maximum number of days assignments may be late:

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

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Method(s) to make up lost attendance/class participation points (if applicable):

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It is recommended to sign and keep copies of this agreement to show that both parties agree to the terms and agree to follow the roles and responsibilities as outlined in the flexible assignment guidelines. It is also recommended to share a copy of this agreement with DSS.

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

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