



Office of Academic Accommodations and Accessibility

Belk Library 226
2251 Campus Box, Elon, NC 27244
accommodations@elon.edu

Office 366.278.6568
Fax 336.278.6514

Flexibility with Attendance Plan

Students and instructors are strongly encouraged to meet to clarify the parameters of use for this accommodation. They may want to complete a **Flexibility with Attendance Plan**, in order to provide mutual understanding of the appropriate implementation of this accommodation. Either the student or the instructor may request that a Plan be completed. This Plan does not have to be shared with Academic Accommodations and Accessibility—it does not require our Approval.

Faculty are responsible for establishing attendance requirements for their classes and communicating those requirements clearly in the syllabus at the beginning of each term. All students, regardless of disability or medical condition, must fulfill the essential requirements, including attendance requirements, of the applicable course, program, or degree. Faculty should closely examine essential course requirements and should not waive, compromise, or lower any academic standards, educational experiences or outcomes. However, the University recognizes that the episodic nature and severity of some disabilities may impact a student's ability to fulfill standard attendance expectations. This accommodation may not be appropriate for use for all class meetings.

Students and/or faculty members should contact Academic Accommodations and Accessibility promptly if they need assistance or have any concerns implementing this accommodation.

Student: _____ Instructor Name: _____
Course: _____ Class Days/Times: _____

Agreed upon Communication Expectations

What is the agreed upon method of faculty notification for each disability-related absence? (E.g., Email, phone) Academic Accommodations and Accessibility must also be notified at accommodations@elon.edu.

What is the agreed upon timing for such notifications, when possible? (E.g., before class, the night before)
Note: In a situation when the student is unable to communicate, notification should occur as soon as physically capable.

Attendance and Participation

How many absences does the syllabus indicate are permitted?

How many absences are possible before fundamentally altering essential course requirements/experiences/outcomes?

Are there specific dates or class meetings (such as a guest speaker, an activity that cannot be replicated, etc.) which cannot be made up?

For a disability-related absence, could any of the following be a way to obtain material missed in class? Check any that apply.

- ☐ Attend another section of lecture/lab at these available times:
- ☐ Obtain missed information during office hours at these available times:
- ☐ Student is responsible for obtaining notes/announcements from classmate(Name: _____)
- Method of material shared (via email, text, etc.): _____
- ☐ Remotely participate via Zoom, Skype, or similar technology
- ☐ Alternate method: _____

Assignments (Including Projects, Labs, Homework, Group Work, etc.)

In general, students are still responsible for completing assignments in a timely manner even when disability-related absences occur. When a student has extenuating circumstances (i.e. hospitalization, incapacitation) and is unable to attend class, how should the student turn in the assignment? Check any that apply.

- ☐ Submitted electronically via Moodle _____
- ☐ Submitted electronically via email _____
- ☐ Submitted during the next class
- ☐ Other:

What options exist for addressing a student's contribution to group assignments?

Tests/Quizzes/Exams/Presentations

What is the faculty member's/department's/program's policy on missed tests/quizzes/exams?

How would the student arrange to take a missed test/quiz/exam due to a disability-related absence?

Use Testing Center

Moodle

Take With Instructor

Other

Please describe any other considerations:

If a student has excessive absences, even with a Flexibility with Attendance Plan the faculty member should contact Academic Accommodations and Accessibility and consider submitting a referral to **Student Care and Outreach**. In these circumstances, the student may need to explore options such as a reduced course load, withdrawal from the course, or Medical Leave of Absence. As permitted by applicable University policies and procedures, faculty may also consider granting students an incomplete grade to allow the student an opportunity to fulfill course requirements, such as through independent study or by attending class lectures the following semester.

Student Signature: _____

Date: _____

Faculty Signature: _____

Date: _____