



Student Responsibilities for Attendance Flexibility

1. **Attend the first day of classes and review the syllabus for each course to be aware of course requirements surrounding attendance.** Regardless of disability or accommodations, students are responsible for completing all required coursework and are held to the same evaluation standards as specified in the course syllabus.
2. **Notify your instructors of your accommodations and eligibility for Attendance Flexibility at the beginning of the quarter, or as soon as eligible for accommodations.** To request your accommodation letters and to disseminate them to your professors, log into [OAE Connect](#). Timely notice of accommodations is critical as accommodations are not retroactive.
3. **Follow up with each instructor to discuss how this accommodation is applicable to their course.** It is important to explore the boundaries of reasonableness for this accommodation in light of specific course learning objectives, as accommodations may not fundamentally alter any essential elements of a course. Specifically, courses that involve significant in-class participation as an essential method of learning, or courses in which student learning is highly sequential and/or primarily assessed in-person, are examples of when absences may be unreasonable due to impacting learning objectives.

The following questions are offered to guide conversations with your instructors:

- Are adjustments to the attendance policy possible?
 - Why, or when, would an adjustment to the class attendance policy **not** be feasible?
 - Are there certain dates or events in which an absence would not be allowed?
 - If a modified class attendance policy **is** feasible:
 - What is the maximum number of disability-related absences I am allowed without penalty?
 - Is there another section of the class I may attend to catch up on missed material?
 - What allowances can be made if I am absent on a day that an assignment is due or test is scheduled? Is there a timeframe within which a missed test or assignment must be completed?
4. **When you intend to utilize this accommodation, notify the instructor as soon as possible to document that a disability-related absence will or has occurred, and provide the expected date of return to class.** Please note, you are not obligated to disclose personal information related to the nature of a disability that resulted in your absence, or to submit additional documentation (i.e. letter from health care provider) to support your need for accommodated absence.
 5. **Students are responsible for any content or work covered during absences.** Make specific arrangements to make up missed work, if possible. Unless agreed upon beforehand, an extension will not be automatically granted for work that is due on a day that you are absent.
 6. **If absences become excessive and impact academic progress in the course, students are advised to notify their OAE Disability Advisor as soon as possible.** If it is determined that further absences would compromise essential course requirements, students should consult their UAR Advisor. UAR Advisors can help students weigh whether it's best to drop or withdraw from a course, change the grading basis, arrange an incomplete, or take a Leave of Absence.



Communication Email Templates

Initial Coordination of Accommodation Agreements

Dear Professor _____,

My name is _____ and I am a student in your _____ course. I am writing to share my OAE accommodation letter with you, and to discuss the accommodations outlined in it. I am hoping to proactively explore how my accommodation for **attendance flexibility** may work in light of your course policies so as to not fundamentally alter the requirements of your course.

Generally speaking, I believe that **1 or 2 days** beyond the absence policy listed in your syllabus would be adequate to meet my needs in the event that I experience disability-related flares that impact my ability to attend your course. While I cannot always predict the need for this accommodation in advance, I will provide as timely notice as possible.

If this modification to your attendance policy seem reasonable, please let me know. It would also be helpful to know what your ideal protocol would be for when I need to utilize these accommodations, such as the best method to contact you, and any alternative participatory assignments that may be available to me should I miss class.

Thank you in advance for your assistance and please let me know if you have any questions, or concerns. I have also cc'd my Disability Adviser on this message for reference.

Sincerely,

Email Notifying Utilization of Attendance Accommodation

Dear Professor _____,

I hope this email finds you well. I'm writing to inform you that I am experiencing a significant exacerbation of my disability today, and as such will not be able to attend class. I recognize that I am responsible for all missed content covered in today's lecture and will coordinate with my peers to get additional information about class.

If missing a lab section consider possible alternatives to suggest: I am also emailing you with a potential solution/make-up scenario. I would like to request that I be permitted to attend the section on _____ to make up for missing today's section.

Thank you in advance for your consideration,

Best,
