

FLEXIBLE ATTENDANCE AGREEMENT

Disability Accommodations & Success Strategies- Southern Methodist University

***Student: Please print 2 copies for each class and take to your meeting with professor.**

***Professor: Please retain signed agreement in student's file after meeting.**

Student Name and ID: _____

Course: _____ **Semester:** _____

Professor: _____ **Date of Meeting:** _____

The student should share the DASS accommodation letter with their instructor and then meet to learn about the extent to which modification in attendance policies may be reasonable for a particular class. DASS staff can assist in this discussion, upon request. Following this meeting, the student and instructor should have a clear understanding of what accommodations can be made for disability-related absences. To facilitate this discussion, **this Agreement should be reviewed and completed to clearly establish expectations and minimize uncertainty.**

Maximum number of disability-related absences allowed for this student for this course: _____

(Please do not restate the number of absences allowed for all students in the course. Be as specific as possible. Avoid vague phrases such as "flexible", "to be determined", or "open". If this request is coming at a point in the semester when there is no additional flexibility available to the student, the instructor should make that clear to the student.)

How and when will the student notify the instructor of a disability-related absence?

(Depending on the nature of the student's disability, is it reasonable for the student to notify the instructor of a disability-related absence either before or after the missed class session? In what format – email, phone call, other?)

Procedure for turning in homework/assignments/projects due the day of a disability-related absence:

(If allowed, include maximum number of days assignments may be late and how they are to be submitted. In most cases, an extension on in-class and out of class assignments of no more than 24 hours unless otherwise approved by faculty in advance is typical. These modified due dates need to be approved by the professor **before** the actual due date.)

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

This agreement is valid with an approved disability-related flexible attendance accommodation and only when both the student and instructor have completed this form. If necessary, DASS staff, the department chair or other appropriate administrator may also be included in the discussion. **Both the instructor and student should retain copies.**

If the maximum number of allowed absences is exceeded during the semester, the student and instructor should meet to discuss an appropriate course of action (incomplete, withdrawal, revision to agreement). DASS should be informed as soon as possible so they can work with the instructor and student to come to a reasonable solution.

Sign two copies. Instructor and student each retain a copy.

Student Signature: _____ **Date:** _____

Instructor Signature: _____ **Date:** _____

If it is thought that attendance can be justified as an integral part of how the course is taught and/or how learning is to be demonstrated and measured, there can be a point at which disability-related absences cannot be reasonably accommodated. If at any point, the instructor and/or the student have any questions or concerns about this process, the Flexible Attendance Agreement and/or the provision of this accommodation, DASS should be notified so they can address the concerns and work to resolve them.