



Student Disability Services

Flexible Attendance Policy

Classroom attendance policies are not determined by Student Disability Services. Faculty members determine the degree to which attendance and class participation is an essential function of the course objective and a fundamental aspect of the learning process. For example, students may be required to interact with their classmates and/or participate in projects within groups.

For these reasons, the faculty determines if attendance is an essential part of their class. Students should refer to their professor's course syllabus for reference to attendance requirements. In addition, the faculty also determines policies on makeup work and missed exams and quizzes.

The following are guidelines to determine if attendance is considered an essential part of a class:

- What is class policy regarding attendance?
- What do the course description and syllabus say?
- Is there classroom interaction required?
- Does student's partaking constitute a significant component of the learning process?
- Does the fundamental nature of the course depend upon student participation as an essential method for learning?
- To what degree student's absences constitute a significant loss to the educational experience of the student and/or other students in the class?
- How is attendance computed into the final grade?

Consideration of flexible attendance includes responsibilities on the part of the student, the faculty as well as Student Disability Services.

Student Responsibilities:

- Contact Student Disability Services if your disability supports consideration of this accommodation.
- If this accommodation is approved by Student Disability Services, you must discuss the accommodation with your professors at the beginning of the semester.
- Be aware that flexible attendance will not apply to every class.
- All coursework must be completed. Flexible attendance does not mean that you will receive an automatic extension to complete homework due on the day of your absence. It is your responsibility to contact your professors to inquire if you will be able to make up missed coursework.

- If you have to miss a class, your professor must be notified immediately.
- If you are unable to notify your professor, you may contact Student Disability Services (SDS) and ask for a courtesy notification. Your request must specify the reasons for your absence. SDS will notify your professors on your behalf.
- Keep in constant communication with Student Disability Services if you are encountering a situation in which you are missing classes due to your disability.

Faculty Responsibilities:

- Be available (e.g., during posted office hours) to discuss the flexible attendance accommodation with the student.
- Review the guidelines listed above to determine if attendance is considered an essential requirement for the course.
- Clearly communicate expectations when discussing this accommodation with the student. Contact Student Disability Services for assistance as needed.
- Contact Student Disability Services if absences become excessive.

Student Disability Services Responsibilities:

- Approve an accommodation for flexible attendance when appropriate, based on the student's medical documentation.
- Clearly explain to the student what her/his responsibilities are as they pertain to the request for a flexible attendance accommodation.
- Assist faculty with the aforementioned guidelines in order to determine the extent to which attendance is an essential part of the course requirements.
- Be available to answer questions from students and faculty members that may arise concerning the flexible attendance policy.

If you have any questions, please contact:

Student Disability Services

Administration Building, Suite 51

Phone: (210) 829-3997

Fax: (210) 283-6329

Website: <http://www.uiw.edu/sds>