



Modified Attendance Agreement Guidelines for Faculty

Modified Attendance Policy

The University of Northern Colorado views class attendance as a student responsibility. Students are expected to attend class and to complete all course requirements. Students are expected to follow the attendance policy established by the instructor in each class. However, some students with disabilities may be approved for a Modified Attendance Agreement due to a documented disability. Generally, these students have disabilities which are chronic, episodic or varying in nature, and may cause difficulties with regular class attendance. This might include, but is not limited to, students with diabetes, epilepsy, cancer, migraines, psychological disabilities and conditions requiring on-going or specialized medical treatment.

The accommodation should be provided unless it compromises the integrity of the course. It is important that the student, the course instructor, and a DSS staff member discuss the Modified Attendance Agreement so that the student can make an informed decision regarding alternative options. Requests for accommodations for absences due to a disability should be considered on an individual and course-by-course basis.

Accommodating Class Absences

When a class is missed due to a disability-related absence, a general parameter to consider for determining a reasonable timeframe for make-up or postponement of an assignment (such as a paper, project, exam or quiz) may be the time equivalent to that which was missed. To help facilitate this discussion and set parameters between an instructor and a student, a Modified Attendance Agreement must be completed by the instructor, in collaboration with a DSS staff member and the student, to clarify expectations and set guidelines.

- The Modified Attendance Agreement should be initiated prior to the start of the semester.
- This agreement should be established before absences have become an issue. Instructors are only required to provide approved disability-related accommodations after receiving an Accommodation Letter and a discussion regarding the Modified Attendance Agreement has taken place.
- The method and timing of notification of absences and making up any assignments, exams, etc. missed due to the disability-related absence should be mutually agreed upon and detailed in the Modified Attendance Agreement.
- When a student is absent due to their disability, they are responsible for the course content, lecture notes and information presented that day. The student needs to arrange how they will obtain this information; either through a classmate, a TA, the professor etc.
- If the number of absences meet or exceed the number of absences agreed upon in the Modified Attendance Agreement, DSS should be informed. DSS can assist in answering questions about the accommodations from both the student and the instructor.

- If the maximum number of allowed absences is exceeded during the semester, the student and instructor, in consultation with DSS, must discuss an appropriate course of action. These may include consideration of an incomplete for the course; the student possibly withdrawing from the course if within University policy requirements or reviewing the number of absences allowed, etc. Disability Services should be informed as soon as possible so they can work with the instructor and student to come to a reasonable solution.

Determining How Many Disability-Related Absences Are Reasonable

The Office of Civil Rights (OCR) provided the following guidelines to be used in considering whether attendance is an essential element of a course:

1. Is there classroom interaction between the instructor and students and/or among students?
2. Do student contributions constitute a significant component of the learning process?
3. Does the fundamental nature of the course rely on student participation as an essential method for learning?
4. To what degree does a student's failure to attend constitute a significant loss to the educational experience of other students in the class?
5. What do the course description and syllabus say?
6. Which method is used to calculate the final grade?
7. What are the classroom practices and policies regarding attendance?

Examples:

1. A professor's attendance policy allows for 3 absences and then the students' grade will drop by one letter grade. A student with the accommodation of Modified Attendance may be allowed 2-3 additional absences and 24 hours to make up any work missed.
2. In a foreign language course, a student is told at the start of the semester that the professor cannot allow much flexibility regarding attendance because a lot of learning depends on classroom interactions. However, the professor will keep the student's accommodation in mind. The student is hospitalized for a week at the end of the semester and cannot complete a presentation. The Professor allows the student to make-up the presentation in front of only the professor during office hours as this does not alter essential course objectives.
3. A professor gives clicker points for attendance. In the event that the student misses class, the professor has agreed to allow the student to respond to the clicker questions by email. However, the student must contact the professor and answer the questions within 24 hours of class.
4. A student and professor agree that the student can miss class more often than classmates as long as all of the work is completed. However, it is nearing the end of the semester and the student has not attended class, has not turned in assignments, and has not been in contact with the professor. In this case, the professor would not be expected to extend deadlines as the student has not taken responsibility for maintaining communication and is not completing coursework.

Student Responsibilities:

- Notify your professor as soon as possible if you will miss a class.
- Contact your professor to discuss parameters for any missed coursework, quizzes or exams.

- Students who miss class the day of an exam should coordinate with the professor according to the professor's make-up exam policy.
- When absent due to your disability, you are responsible for the course content, lecture notes, and information presented that day. Arrange how you will obtain this information whether that is through classmates, a TA, the professor, etc.
- Adhere to the Modified Attendance Policy for due dates of missed work.

Professor Responsibilities:

- Be available to discuss the Modified Attendance Agreement with DSS staff and the student.
- Be very clear in your expectations when meeting with the student.
- Contact DSS to help address any concerns regarding the accommodation.

DSS Responsibilities:

- Determination of Modified Attendance as an accommodation when appropriate.
- Provide student with information, policies and guidelines about their responsibilities.
- Provide assistance for faculty in determining how to implement this accommodation in the classroom.
- Provide support to student and faculty when questions or difficulties arise related to the accommodation.



Modified Attendance Agreement

Student Name: _____ Bear #: _____
Course: _____ Semester: _____

Maximum number of disability-related absences allowed 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”).

How and when will the student notify the instructor of a disability-related absence (email, phone, etc.)? 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?

What is the procedure for turning in homework/assignments/projects due the day of a disability-related absence; include maximum number of days assignments may be late and how they are to be submitted?

What is the procedure for making up a missed quiz or in-class graded assignment given on the day of a disability-related absence? Students who miss class the day of an exam should coordinate with the professor according to the professor’s make-up exam policy. Do you have a make-up policy regarding an absence on the day of an exam?

This agreement is valid with an approved Modified Attendance accommodation and only when both the student and instructor have completed this form in consultation with DSS. The student should provide a copy of the completed and signed Modified Attendance Agreement to their professor along with their Accommodation Letter. Both DSS and the student should retain copies.

Student Name: _____

Student Signature: _____ Date: _____

Instructor Name: _____

Instructor Signature: _____ Date: _____