# Flexibility with Course Attendance/Deadlines Accommodation Agreement

## Student to complete this portion. Use additional paper if needed.

Student:

Instructor:

Course (Prefix-Number-Section):

### Review the course syllabus. Due to disability/health reasons, what course policy/policies are you concerned about and think may require an accommodation?

Please only check the areas in which you have concerns for this specific course.

[ ]  Attendance policy and/or participation grade

[ ]  Making up quizzes

[ ]  Making up tests/exams

[ ]  Extensions for or making up class assignments or lab assignments

[ ]  Making up group projects or presentations

[ ]  Other concerns

Please explain your concerns in each area that you selected and whenever possible, please offer reasonable solutions you would like your professor to consider. You may use the space provided or speak with your professor regarding these concerns.

Student Guidelines and Agreement

I understand accommodations may not fundamentally alter the core requirements of the course, and the Flexibility with Course Attendance/Deadlines Accommodation is not designed to allow students to miss an unlimited number of classes, assignments, projects, tests and/or quizzes.

### Expected Communication: I agree to communicate with my professors within 24 hours of a missed task if my disability affects my participation or attendance, and I will only use this accommodation for missed tasks related to my disability.

**The student and instructor should each retain a copy for their reference as needed during the semester. Either may submit a copy to the Assistant Director of Academic Success for record. Please contact the Assistant Director (Jennifer Smull) if any questions arise over the course of the semester (****smullj@southwestern.edu****; 512-863-1536).**

Student Signature: Date:

# Course Attendance/Deadlines Accommodation Agreement (continued)

## Instructor to complete this portion. Use additional paper if needed.

Have you received a 504 Accommodations notification email from smullj@southwestern.edu?

[ ]  Yes [ ]  No

If so, does the Accommodations email state that the student in reference qualifies for **flexibility with** **course attendance and/or deadlines**?

If so, please proceed with this form.

If not, please let the student know you have not received the necessary verification.

If the student has a flare up related to the disability/health condition, the student should contact me via:

[ ]  Email [ ]  Phone [ ]  Other:

If the student has a flare up in their condition and follows the expected communication, I agree to provide the following flexibility for this student\*:

\*Please see the following page of “Tips of Instructors” when determining the parameters of this accommodation. In addition, you are always welcome and encouraged to us the Center for Academic Success and Records as a resource. Please call or email if you have any questions or would like guidance in determining reasonable accommodations. You can speak with the Assistant Director of Academic Success (Jennifer Smull) via email at smullj@southwestern.edu or by calling (512) 863-1536.

Instructor Signature: Date:

**Tips for Instructors**

When determining reasonable accommodations for students with the Flexibility with Course Attendance/Deadlines Accommodation, please consider the following:

* Based on the course learning objectives, course policies and the student’s accommodation request, what course adjustments could be made for the student?
* It is important that we communicate the limitations of this accommodation to the student. For example, if the student is in the hospital for two weeks and cannot keep up with school work, communicate what would happen in that scenario.
* Discuss the importance of communicating with you. Discuss how you prefer to be contacted.

Based on the medical condition *and* the nature of the class, it is important to address the following questions:

* What potential barriers exist relative to the design of the course and the nature of the specific disability? For example, how does the student’s disability affect deadlines?
* Is there a reasonable modification to the attendance policy and, if so, what is it? Is there a limit to the number of classes that can be missed? Please use the following questions (from the Office of Civil Rights) as a guide:
	1. Is there classroom interaction between the instructor and students, and among students?
	2. Do student contributions constitute a significant component of the learning process?
	3. Does the fundamental nature of the course rely upon 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. And what are the classroom practices and policies regarding attendance?
* Is it reasonable for a test to be rescheduled if missed because of a medical situation and, if so, under what conditions?
* Is it reasonable for assignments to be made up if not submitted due to medical reasons and, if so, under what conditions?
* Is it reasonable for online discussion expectations to be modified due to medical reasons and, if so, under what conditions?
* How and by when does the student need to tell the professor if s/he has to miss class or an assignment/test?