

Modified Attendance Policy

Wake Forest University views class attendance as a student responsibility. Students are expected to attend class and to complete all course requirements. However, some students with disabilities may be approved for a Modified Attendance Agreement as an accommodation due to a documented disability.

Generally, these students have disabilities that 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.

This accommodation should be provided unless it compromises the integrity of the course. Furthermore, this accommodation does not give the student permission to ignore the course attendance policy. It is intended to provide clear guidelines for flexible attendance.

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, the attached Modified Attendance Agreement should be completed by the instructor and the student (in collaboration with a senior staff member from the LAC-DS, as needed) to clarify expectations and set guidelines.

- The Modified Attendance Agreement should be initiated at the beginning of the semester
- This agreement should be established before absences have become an issue. (Instructors are only expected to provide approved disability-related accommodations after receiving an Accommodation Letter and a discussion regarding the Modified Attendance Agreement has taken place.)
- The (a) method and timing of notification of absences and (b) completion of any assignments and exams missed due to disability-related absences, 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, consultation with the LAC-DS is encouraged to provide feedback and/or guidance on possible next steps.

The Office of Civil Rights (OCR) provides 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 state?
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 before a student's 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 Name:	WFU ID#
Course:	Semester:

1. 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”).

2. 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?

3. 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?

4. 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.

This agreement is valid with an approved Modified Attendance accommodation accompanied by an Accommodation Letter. The student and instructor are encouraged to have completed this form in consultation with the LAC-DS. The student should provide a copy of the completed and signed Modified Attendance Agreement to the LAC-DS once it has been discussed with their professor and signed by both the student and professor. The LAC-DS, student, and professor should retain copies.

Student Signature:	Date:
Instructor Signature:	Date: