



# Attendance Flexibility Agreement

**Student:** \_\_\_\_\_  
**Instructor:** \_\_\_\_\_

**Term:** \_\_\_\_\_  
**Course:** \_\_\_\_\_

This voluntary agreement is to indicate that the above listed student and instructor have discussed the WPI Attendance Flexibility Policy<sup>1</sup> and determined a reasonable accommodation.<sup>2</sup> As part of the discussion, the following reminders were reviewed:

- Flexible attendance policies do not mean unlimited missed classes. Students may not be able to succeed in the course and may need to consider alternate options if too many course activities are missed. The number of course activities that can be missed and still satisfactorily complete the course should be discussed with your individual instructor.
- When possible, it would be important for the student to make every effort to attend class on key course dates such as exams or assignment due dates. This policy does not automatically grant extensions on homework or rescheduling of exams.
- It is the student’s responsibility to seek out the instructor and other classmates to obtain the missed information in class, including course content and lecture notes.
- Though this accommodation grants attendance flexibility, a student’s academic performance may be impacted by not having the real-time classroom experience.

The plan that has been discussed and agreed upon for this course includes the following:  
How and when should a student notify the instructor of the need to miss class?

In the event of a missed class on an assigned due date or exam date, what is the policy or expectation for that assignment or exam?

Please list any other considerations discussed:

**Student signature:** \_\_\_\_\_

**Date of meeting:** \_\_\_\_\_

**Instructor signature:** \_\_\_\_\_

<sup>1</sup> WPI’s Attendance Flexibility Policy is posted on the Office of Accessibility (OAS) website at <https://www.wpi.edu/student-experience/resources/office-accessibility-services-policies-and-procedures>

<sup>2</sup> This document is not intended to supersede other accommodations that the student may receive from the Office of Accessibility Services. If there is any conflict, please inform the Office of Accessibility Services and the instructor as soon as possible.