



Attendance Flexibility Policy

Students with documented disabilities that are chronic and episodic in nature may require flexibility with course attendance requirements. If attendance is an essential component of the course, attendance flexibility may not be a reasonable accommodation. In determining whether attendance flexibility would be appropriate, the following questions will be taken into consideration:

- Is there classroom interaction between the instructor and students, and among students?
- Do student contributions in the classroom constitute a significant component of the learning process?
- Does the fundamental nature of the course rely upon student participation in the classroom as an essential component of learning?
- To what degree does a student's failure to attend a class constitute a significant loss to the educational experience of **other** students in the class?
- Is classroom attendance a component of grade calculation?
- What are classroom practices and policies regarding attendance and what does the course description and syllabus say regarding expectations for class attendance?

Request Process:

1. Students would select the approved accommodation in the ODS student portal when sending accommodation letters to professors at the start of each term. (*Students only have access to the portal after receiving approval to receive accommodations. That process is set forth on the ODS website at: <https://www.wpi.edu/student-experience/resources/disability-services>.)
2. Student schedules a time to meet with professors to discuss a contingency plan in the event that attendance flexibility may be needed beyond the course's standard attendance policy. It is recommended the following questions be addressed in the plan:
 - How and when should a student notify the professor of the need to miss class?
 - In the event of a missed class on an assigned due date or exam date, what would be the policy or expectation for that assignment or exam?
3. Student fills out the Attendance Agreement (attached), asks the professor to sign it, and provides one copy to the Professor, one copy to ODS, and keeps a third-copy for their records. The Student may satisfy this criteria by circulating a PDF of the signed agreement to the professor and ODS. ODS can be reached at disabilityservices@wpi.edu.

It is recommended this process occurs as soon as possible at the start of the term or upon receiving approval from ODS for the accommodation.

Important Reminders

- Flexible attendance policies do not mean unlimited missed classes. After four classes are missed, students may not be able to succeed in the course and may necessarily consider alternate options such as leave of absence or an incomplete for the course may be recommended. The number of classes that can be missed and still satisfactorily complete the course should be discussed with your individual professor.

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- 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 professor and other classmates to obtain the missed information in class, including course content and lecture notes.
- Though this approved accommodation grants attendance flexibility, a student's learning and academic performance may be impacted by not having the real-time classroom experience.