Suggested Attendance Flexibility Agreement

Student: ___________________________  Term: _______

Professor: _________________________  Course: _______________________

This voluntary agreement is to indicate that the above listed student and professor have discussed a reasonable attendance flexibility policy as a reasonable accommodation.¹ As part of the discussion, the following reminders were reviewed:

- 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 very by class and should be discussed with your individual professor.
- 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 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 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?

Student signature: ___________________________  Date of meeting: _______________________

Professor signature: ___________________________

¹ This document is not intended to supersede other accommodations that the student may receive from the Office of Disability Services. If there is any conflict, please inform the Office of Disability Services and the professor as soon as possible.

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