



FLEXIBILITY WITH ATTENDANCE AGREEMENT FORM

Student Name \_\_\_\_\_

Professor Name \_\_\_\_\_

Semester/Class/Section \_\_\_\_\_

This student experiences unpredictable health flares that require some flexibility with attendance and has been Approved for Flexibility with Attendance Accommodation through the Department of Accessibility Services. Students are expected and encouraged to attend class and meet due dates for assignments and tests. However, if a student has a disability with random or cyclical acute episodes that may occasionally impact the ability to attend class and complete tests or assignments at the scheduled time, flexibility in attendance/assignments may be considered an appropriate accommodation. The number of allowable absences and length of assignment extensions depends on the interactive or participatory nature of a course, or is based on department, college or accrediting agency rules. Instructor and student should complete this form to set expectations around how flexibility will be administered in this course.

- 1. What is the maximum number of disability related absences for the student for this course in addition to what is listed in the syllabus? (Be as specific as possible. Avoid vague phrasing such as "flexible", "open", "to be determined.")
2. What is the preferred method of communication for notifying the instructor of a disability related absence?

- 3. How much additional time is approved for assignment extensions across in the event of a disability related absence that interferes with an assignment due date across these categories? If a course does not have assignments across these three areas, complete what is applicable.

Table with 3 columns: Homework/Shorter Assignments, Papers/Projects/Longer Assignments, Tests/Assessments/Project Presentations (where attendance required). Rows include 24 Hours, 48-72 Hours, 1 Week, and Other.

Other:

For courses with a lab or required in-person component, student and instructor should determine how participation and mastery of learning objectives can be achieved. Make-up assignments or other methods of demonstrating knowledge could be appropriate alterations.

If at any point, the professor and/or the student have any questions or concerns about this process or agreement, please contact the Department of Accessibility Services - accessibility@emory.edu, 404-727-9877, or contact the student's assigned Accommodation Specialist

Faculty, please retain a copy of the form for your records. Students, please upload a copy to your Accommodate profile.

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_