



FLEXIBILITY WITH ATTENDANCE AGREEMENT FORM

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 with attendance may be considered an appropriate accommodation. The number of allowable absences and make up work timeframe depends on the interactive or participatory nature of a course, or is based on department, college or accrediting agency rules. The instructor should complete this form and email it to the student to outline how flexibility with attendance will be administered in this course. Parameters should reflect the structure and pedagogical requirements of the course, not individual student circumstances. The expectations established in this form should be applied consistently to all students approved for this accommodation.

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. In the event a student misses a class due to disability-related circumstances, how much additional time will be provided to make up a missed exam, project, assessment, etc. Please be as specific as possible to share expectations.

Tests, Assessments, Projects, Presentations (where attendance is required)
24 Hours
72 Hours
One Week
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 _____