

Flexible Attendance Accommodation

A flexible attendance accommodation may be necessary for students with disabilities that are chronic conditions, either random or cyclical, with acute episodes during the acute stage and that reach thresholds of substantial limitations. These episodes may warrant a need for flexible attendance accommodation. Like all accommodation request, a request for flexible attendance accommodation is not retroactive.

Union College bulletin outlines the policy for attendance as:

“The Union College faculty considers regular class attendance vital to learning, and students are expected to attend each class period. Each syllabus provides the policy for the course, which may include an automatic failing grade for absences (for whatever reason) from 20% of the regularly scheduled class periods. Individual instructors are responsible for determining the degree to which missed classroom activities and assignments can be made up”. ([Bulletin 2017-2018](#), pg. 50)

Students who are requesting flexible attendance as an accommodation will initiate the process with the director of the Teaching Learning Center (TLC). See [TLC Accessibility Accommodations](#). When flexible attendance is part of the Accommodation Plan, with the help of the TLC director, the student and the instructor will discuss the essential elements. There may be times when it is appropriate for the student and the TLC director to determine the accommodation for excused absences. In these cases, if there are concerns about the accommodation, the instructor may request a meeting with the student and the TLC director to evaluate additional appropriate attendance accommodation options.

The instructor’s course syllabi will help guide the discussion. Any aspects outlined regarding attendance will need to be addressed such as time in seat, late work, making up missed work, pop quizzes, take-home exams, off-campus requirements, and absences (excused and unexcused.) Additionally, the Office of Civil Rights has developed the following guiding questions:

1. Is there classroom interaction between the instructor and students, and among students?
2. Do student contributions constitute a significant component of the learning process?
3. Does the fundamental nature of the course rely upon student participation as an essential method for learning?
4. To what degree does a student's failure to attend constitute a significant loss to the educational experience of other students in the class?
5. What does the course description and syllabus say?
6. Which method is used to calculate the final grade?
7. What are the classroom practices and policies regarding attendance?

Once the flexible attendance accommodation is outlined, the student will be expected to follow this plan. In some situations, a student may need to request an incomplete grade or an administrative leave. These policies can be found pages 43 and 53 in the [Bulletin 2017-2018](#).