**Flexible Attendance and Deadlines Accommodation Guidelines**

**What are Flexible Attendance and Deadlines (FAD) and who is eligible?**

Flexible Attendance and Deadlines is an approved accommodation through Disability Support Services (DSS), for students who are determined to have a disability episodic in nature, which may impact their ability to regularly attend and participate in class, turn in assignments and complete exams at the scheduled times. An agreement is used to create a detailed plan between the student and Instructor to set parameters for reasonable disability related absences and deadlines.

**What is the process?**

The student provides DSS with disability documentation, staff assess eligibility if the disability is episodic in nature, and the student meets with staff for an intake to create an accommodation plan. Once the student has approved accommodations, the student needs to requests their accommodations per class each term they would like to use them. If they request Flexible Attendance and Deadlines, an accommodation letter is emailed to the Instructor with a link to the Flexible Attendance and Deadlines form. You can find the Flexible Attendance and Deadlines Agreement Form on our website at:<http://www.clark.edu/campus-life/student-support/disability_support/faculty-resource.php>

**Instructor Expectations in Attendance/Deadlines:**

Faculty and Departments set policies for parameters on deadlines and attendance. These are determined based on the significant educational experience and components of the learning process within each course.

In relation to accommodations, as the Instructor, it is required to provide more flexibility than your standard class guidelines, while still allowing for substantial learning outcomes. For instance, if you allow 4 absences in the quarter for all students, you must provide a reasonable amount of additional absences to a student approved through DSS for flexible attendance and deadlines. The same idea goes for assignment and exam deadlines.

*Points for assignments/participation:* In order to provide reasonable accommodation, points for approved disability related absences and deadlines should not be taken away from the students’ grade.

The Instructor should initiate a discussion with the student to create a mutually agreed detailed plan on flexible attendance and deadlines. To help facilitate the discussion and set parameters between the faculty and student, the student and Instructor must complete the Flexible Attendance and Deadlines Agreement form. They should return the form to DSS within 5-7 business days from when the accommodation letter was sent (often at the beginning of the term). Please refer to DSS for assistance or questions that arise when attempting to initiate this conversation and complete the agreement.

**Questions to consider when determining accommodations for Absences/Deadlines:**

1. What are the classroom practices and policies regarding attendance? Is the attendance policy consistently applied? What is stated in the syllabus?
2. Is classroom attendance and/or online discussion posting factored in as part of the final course grade?
3. Is there classroom or online interaction between the Instructor and students and/or among students?
4. Do student contributions constitute a significant component of the learning process?
5. Does the course rely on student participation as a method of learning?
6. What is the impact on the educational experience if a student is absent?
7. Is there content that is only offered in class, and/or during a limited online time frame? (i.e. live online lecture or video/event stream)
8. Can content be provided in another format for students approved for disability related accommodations?
9. What alternative solutions can be provided to this student if the educational experience may be altered due to disability related absence or missed deadline?

**Complete the Flexible Attendance and Deadlines Agreement form:**

<http://www.clark.edu/campus-life/student-support/disability_support/faculty-resource.php>

Return the signed form to DSS within 5-7 business days, via email, fax or in person (contact information at the end of this document).

**Student expectations in Attendance/Deadlines**:

When students are absent due to their disability, they are responsible for the course content; lecture notes, and information presented that day. Communication with DSS and/or the provision of additional documentation is not needed to verify each of the students’ absence(s) or missed deadline(s).

Absences and missed deadlines that are not related to the effects of a disability are not included in this accommodation (i.e. absences due to common illness, are trouble, childcare issues, etc.) and should be addressed according to the syllabus. A student can only use this accommodation for approved disability related reasons. Please refer to DSS for assistance and any questions that may arise regarding this accommodation.

The student must communicate with the Instructor on any absences and deadlines missed due to disability related episode. The student is not required to disclose any details of the absence to the Instructor, other than it was disability related.

It is important to note, the student is responsible for completing all coursework and exams, and this accommodation is not intended to be used for every class or assignment or exam. Please refer to DSS if there are any concerns on reasonably completing coursework or attending class due to disability related reasons.

**Disability Support Services (DSS) Contact:**

Location: PUB 013  
Phone: 360-992-2314   
Fax: 360-992-2879  
Email: [dss@clark.edu](mailto:dss@clark.edu)   
Website: [www.clark.edu/dss](http://www.clark.edu/dss)