

To Go or Not to Go to Class: That is the Question

AHEAD in TX 2023

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Why Do We Have Modified Attendance and Extended Deadlines?

Persons with health-related disabilities that flare up episodically are the most likely to request this accommodation.

It is important to remember this must be a reasonable accommodation and appropriate for the disability-related need without comprising academic standards.

Common diagnoses: Diabetes, Epilepsy, Migraines, Cancer, conditions requiring dialysis, and severe mental health diagnosis

ADA Expectations

- Are we legally required to consider modifying our attendance policies at the institution as a form of accommodation for disability?

YES!

- Institutions are required to have policies in place that prevent discrimination for disability-related absences.
- Whether such consideration is approved is based on a numerous factors.

Factors to Consider

Do student's contributions constitute a significant component of the learning process?

Does the fundamental nature of the course rely on student participation as an essential method of learning?

What does the course description and syllabus state?

How are grades calculated?

- To what degree does a student's failure to attend constitute a significant loss to the educational experience?
- Is there classroom interaction between the instructor and students as well as other students?
- What are the classroom practices and policies regarding attendance?

When It Is Not Reasonable?

- We should consider modified attendance and extended deadlines on an as-needed basis
- Things to keep in mind:
 1. We examine other options that are less disruptive to the educational process
 2. If no other option, review the circumstances considering the policies established
 3. Provide specific reasons when the request is not reasonable
 4. Determine a contingency plan if the request may need to be activated

Working with Faculty

Disability Services providers should actively work with faculty when it comes to implementing this accommodation

We are tasked with ensuring accommodation in attendance policies and extended deadlines are provided without fundamentally altering the curriculum

Encourage faculty to communicate with your office when they receive letters with this accommodation

We should ensure equal access for a students with a disability

Procedures and Best Practices

Blinn College District



Blinn College Process

1

Student must request services from our office:

- Submit documentation
- Complete the online intake packet

2

Student must indicate need for modified attendance and deadline accommodation

3

Required to meet with staff counselor for review

- Determine if reasonable accommodation
- Complete intake process

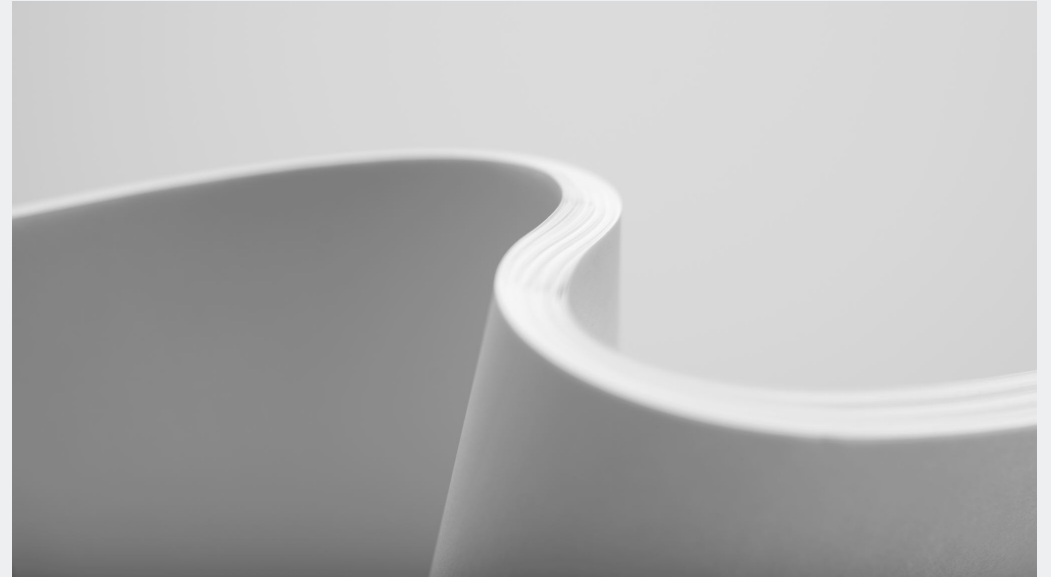
4

If approved, will add to accommodation letter with instructions and agreement form

5

Agreement form to be completed by student and instructor

Blinn College District Form Examples



Modified Attendance Accommodation Intake

Student: _____ Blinn ID #: _____

Disability Services requires that students with a disability-related need for flexibility in attendance meet with their instructors to discuss the extent to which modification in attendance policies may be reasonable for a particular class. Following this meeting, the student and instructor should have a clear understanding of what accommodations can be made for disability-related absences. To facilitate the discussion this Agreement should be reviewed and completed to clearly set out expectations. Disability Services is available to consult with instructors and students on issues concerning disability and attendance and can facilitate the completion of this Agreement.

1. Describe the variability of your condition (amount of change in your condition over a period of time) and possible flare-ups or episodes.

2. How often do you experience flare-ups and how long do they last?

3. Describe how those flare-ups affects your ability to participate in and complete academic work.

4. When was the last time you had a flare-up?

5. Can you work on a computer during those times?

6. Do flare-ups require immediate attention?

7. Does your condition require doctors' appointments for care or can you relieve the symptoms with other methods?

If at any point, the instructor and/or the student have any questions or concerns about this process, the Modified Attendance Agreement and/or the provision of this accommodation, Disability Services should be notified as soon as possible so they can address the concerns and work to resolve them. If the maximum number of allowed absences is exceeded during the semester, the student and instructor must meet to discuss an appropriate course of action (such as: student will be granted an incomplete; student will be advised to withdraw from the course; the number of absences allowed will be reviewed, etc.). Disability Services should be informed as soon as possible so they can work with the instructor and student to come to a reasonable solution.

ODS Counselor Signature

Date

INSTRUCTIONS FOR MODIFIED ATTENDANCE AND DEADLINE AGREEMENT

1. Students should provide the instructor with a copy of their current semester accommodation letter which should include the Modified Attendance/Deadline accommodation prior to completing this Agreement.
2. Students are responsible for meeting with each instructor, in person or virtually, during their office hours to review and complete the Modified Attendance and Deadline Agreement. Do not try to discuss this agreement with instructors before or during class.
3. If there is a question or concern with any accommodation, please contact the Disability Services Office as soon as possible.
4. Accommodations begin the day they are executed with your instructor. Do not delay. Accommodations are NOT retroactive.
5. For students taking online courses, please email the instructor to discuss the agreement.
6. Students should complete Part 1 of the agreement to the best of their ability.
7. Instructors are responsible for completing Part 2, 3 and 4. Please be as specific with times/dates as possible.
8. All parties should keep a signed copy of this agreement and a signed copy should be returned to Disability Services Office.

Modified Attendance & Deadline Agreement

Student Name: _____ Blinn ID: _____

Instructor Name(s): _____

Course/Section Number: _____ Semester: _____

Federal law requires colleges and universities to consider reasonable modification of attendance policies and deadlines, if needed, to accommodate a student's disability when they have been approved for this accommodation.

Disability Services requires that students with a disability-related need for flexibility in attendance and deadlines meet with their instructors to discuss the extent to which modification in attendance policies may be reasonable for each class. Following this meeting the student and instructor should have a clear understanding of what accommodations can be made for disability-related absences. To facilitate this discussion this Agreement should be reviewed and completed to clearly set out expectations. Disability Services staff is available to consult with instructors and students on issues concerning disability, attendance and deadlines and can facilitate the completion of this Agreement.

Part 1: Student Information - How might the student's disability impact their course attendance/participation?

1. How often does the disability *typically* impact the student's ability to attend class/complete assignments?

- _____ Number of days per week
- _____ Number of days per month
- _____ Number of days per semester
- _____ Other: _____

2. What is the typical duration of an absence/impact due to the student's disability?

- _____ Hours
- _____ Days
- _____ Other: _____

3. How much additional time might a student need to complete an assignment or make up a quiz/exam when impacted by their disability?

- ½ Day (12 hours)
- 1 Day (24 Hours)
- 2 Days (48 hours)
- 3 Days (72 hours)
- Other: _____

4. What situations/conditions impact the student's ability to attend class/complete assignments?

- Time of Day: _____
- Weather Conditions: _____
- Severe symptoms or flare ups of disabling condition
- Other: _____

Part 2: Instructor Information: Course Attendance, Participation and In-class Quizzes/Exams

1. Attendance Policy Review & Modification

- There is not an attendance policy for this course.

Based upon the course syllabus, what is the standard allowed number of absences or percentage (that will not impact a student's grade)?

_____ total absences (or _____ % of _____ Total Number of Classes)

- Modification to attendance policy:** What is the number of absences or percentage that would be reasonable and still allow the student to fulfill the learning outcomes of the course?

_____ total absences (or _____ % of _____ Total Number of Classes)

2. In-class Assignments/Quizzes and Exams

What is the protocol for making up an in-class assignment, quiz or exam?

- This class does not require in-class assignments, quizzes/exams.
- Contact the instructor or designee within _____ days to schedule a make-up assignment/quiz/exam.
- The student can complete an alternative assignment/activity to earn assignment points (please detail alternative assignment options in an addendum to this agreement).
- Other: _____

3. Class Participation

- This class does not require class participation.
- The student can complete an alternative assignment/activity to earn class participation points. (Please detail alternative assignment options in an addendum to this agreement).
- The grading rubric can be modified so that it will not penalize a student for missed participation. (Please document modification to grading rubric in an addendum to this agreement)

Part 3: Instructor Information: Assignments/Projects

1. If a student is unable to submit an assignment or project for this course by the posted deadline they should:

- Submit the assignment within ___ hours of the deadline.
- Submit the assignment within ___ days of the deadline.
- Other: _____
- There are no assignments or projects due for this course.

2. How should the student submit the assignment/project?

- Email the assignment to the instructor or designee.
- Submit assignment through E Campus or assigned online Dropbox
- Bring the assignment to the next scheduled class.
- Bring the assignment to the instructor's office or drop at instructors' mailbox.

Part 4: Notification Process/Communication Expectations

1. The student should notify the instructor (or their designee) of a disability-related absence or missed deadline by

- Email: _____
- Phone: _____
- Other: _____

2. Student will be responsible for notifying the instructor or designee of a disability-related absence or missed deadline:

- Within 12 hours of the missed class/deadline
- Within 24 hours of the missed class/deadline
- Within 48 hours of the missed class/deadline
- Other: _____

Part 5: Other parameters or requirements related to modified attendance/deadlines (please attach addendum, if needed):

If attendance and/or assignment deadlines can be justified as an integral part of how the course is taught and/or how learning is to be demonstrated and measured, there can be a point at which disability-related absences and extensions cannot be reasonably accommodated. If at any point, the instructor and/or the student have any questions or concerns about this process, this Agreement and/or the provision of this accommodation, Disability Services should be consulted as soon as possible so they can address the concerns of both the student and instructor in order to help determine if this accommodation is reasonable for the specific course or specific activity and to develop an appropriate accommodation agreement.

If the maximum number of allowed absences is exceeded during the semester or extended deadlines are not met, the student and instructor must meet to discuss an appropriate course of action (such as: student will be granted an incomplete; student will be advised to withdraw from the course; the number of absences and deadline extensions allowed will be reviewed and updated, etc.). Disability Services should be informed as soon as possible so they can assist the instructor and student to determine a reasonable and realistic solution.

Student Name: _____

Student Signature: _____ Date: _____

Instructor Name: _____

Instructor Signature: _____ Date: _____



Procedures and Best Practices

University of Texas~ Arlington

UTA PROCESS:

Step 1:	Step 2:	Step 3:	Step 4:
<ul style="list-style-type: none">• Apply for services through AIM• Submit any documentation to support the request	<p>Student must complete an intake with an Accessibility Specialist.</p>	<ul style="list-style-type: none">• Documentation must support the need for flexible attendance/ make-up of exams & assignments	<ul style="list-style-type: none">• Policy and expectations are discussed with student.• Student is provided documentation with expectations for the accommodation.

UTA POLICIES:

- Students are to communicate with their professors regarding the attendance policy for their class.
- The flexible attendance doesn't provide for unlimited absences but is to allow faculty to excuse absences more than their absence policy. Additionally, faculty will need to also determine if a student who misses a substantial number of material/activities/group/discussions to where they may not be successful in the course.
- Additionally, students are required to contact their Accessibility Specialist if they will be out, and Specialist will notify instructors.
- If absences are excessive, send student a reminder
 - Ex: It appears as if you have had a rough semester with quite a few absences. I encourage you to follow up with your professors to make sure that you are on track to successfully complete the semester.

The image features a decorative frame composed of thin green lines. A central arch is formed by a semi-circle at the top, with vertical lines extending down from its base to the bottom of the page. A horizontal line crosses the vertical lines, creating a grid of four rectangular sections. The text 'UTA PAPERWORK' is centered within the arch.

UTA PAPERWORK

MAKE UP OF EXAMS AND ASSIGNMENTS (WITH DOCUMENTATION)

When a student has a flareup or exacerbation in symptoms (referred to as Absence Due to Accommodate Medical Concern) with or without documentation:

- Students **must** email their specialist or sarcenter@uta.edu immediately of the medical crisis and which instructor and class is impacted.
- Students are **strongly encouraged** to email their instructor of an accommodated medical crisis that will prevent them from taking a test or completing an assignment.
- **Sample email to instructor:** Dear Professor, I have notified the SAR Center of my medical concern and they will send you an official email notification. **Students do not have to disclose their diagnosis.**
- Students are not required to attempt to take the exam or submit the assignment during a medical crisis.
- Should the student proceed to test or submit the assignment during the medical crisis and does poorly, **a re-take is not accommodated.**
- Upon receipt of the student's notice of an accommodated medical crisis, the Accessibility Specialist or SAR Center will send an email notification to the student and copy the professor.
- Email notifications received after 5p, weekends or official University holidays are not processed until the next business day and will contain the original date the SAR Center was notified of the medical crisis.
- The **student is responsible for contacting** the instructor to coordinate the new due date of the exam/quiz or assignment once the medical crisis has subsided. Exams/Quizzes or Assignments are to be turned in within 3 business days of the student's contact with the instructor and/or student's return to class unless the instructor notifies the student of a later date.
- If the medical crisis involves a visit to the doctor or a hospitalization, the student **should** email the documentation to the SAR Center instead of the instructor.
- If the instructor requests medical documentation, the student should notify their specialist or the SAR Center immediately. The specialist or SAR Center will email the instructor to confirm receipt of the documentation.

WHAT STUDENTS NEED TO KNOW ABOUT ATTENDANCE

The accommodation of Flexible Attendance Consideration has been granted to you based on your diagnosis. This accommodation is most frequently granted for a student who has a documented chronic health problem which occasionally causes them to be absent from class. Please be aware of the limitations to this consideration and that attendance policy cannot be determined by a disability office.

Faculty and/or departments set their own attendance policies; the accommodation is simply a request for some flexibility in the policy. The amount of flexibility will depend on the nature of the class and whether class participation is a factor in the final grade. Students who are eligible for this accommodation are responsible for completing all coursework. This accommodation is not a "blank check" which allows students to miss a large number of classes for any given course. A student with excessive absences in a class should consult with the instructor about dropping the course or receiving an incomplete grade where appropriate. In certain cases, the student may need to consider a medical withdrawal until health issues are under better control/management.

If you have any concerns or questions, please contact your Accessibility Specialist in the SAR Center.

Email Template

Title: Absence Due to Accommodated Medical Concern

Message: Dear Student

This email is to confirm your notice to our office of an accommodated medical crisis or hospitalization. Your faculty is copied on this email as an official notice of your absence. The accommodation(s) that apply may include:

Flexible Attendance

Makeup of Assignments

Makeup of Exams/Quizzes

Please follow up with your faculty to coordinate due dates (3 week days per SAR or it can be a later date granted by faculty at their discretion) following your return to class.

As a reminder, if hospitalized, you are to provide the SAR Center with a copy of your discharge summary.

Sincerely,

Questions?
Thank you for
attending and have
a great conference!

- **Contact Information:**

- **Samantha Johnson-**
samantha.johnson@blinn.edu

- **Tiffani Riddick-**
tiffani.riddick@uta.edu

- **Resources: Blinn College,
University of Texas-
Arlington, Youngstown State
University, Texas A&M University**

