

Western Technical College  
**Disability Services**  
Student Request for Flexibility Regarding Attendance

Students with the accommodation of flexible attendance have disabilities which are episodic in nature, unpredictable, and may have difficulty with regular class attendance. When this occurs, the student's functioning level may be significantly compromised resulting in an inability to attend class, meet a deadline for a paper or project, or take an exam on a specific day. A disability related absence as defined by Disability Services is when a student is absent due to the direct effects of a disability.

- Many classes at Western Technical College have an experiential component to the learning process especially in the vocational programs. When students are absent due to disability they may miss this learning process and not be able to complete the class.
- Flexibility Accommodation must be completed by the Disability Services Specialist in collaboration with the student.
- Documentation must support that flexible attendance is a reasonable accommodation.
- **This accommodation should be ideally established each semester prior to any attendance issues.** Faculty are only required to provide approved disability related accommodations after receiving this contact and a copy of the specific accommodation.
- Documentation cannot be required by faculty for disability related absences. At no time is the student required to present the professor with medical documentation verifying his/her disability related absence.
- There may be potential for students to take advantage of the accommodation. Absences that are not related to the effects of a disability are not included in this accommodation (i.e. absences due common illness, car trouble, etc.) and should be addressed according to the syllabus' stated attendance/absence policy. The student is responsible for following the professor's syllabus regarding absences due to non-disability related issues.

### **Student Responsibilities "Flexibility Regarding Attendance"**

What is the process?

1. Disability Services determines that the accommodation is reasonable. Each student is responsible for completing all coursework. It is your responsibility to discuss this accommodation with your instructor.
2. You are responsible to initiate the conversation about this accommodation early in the semester. This accommodation cannot be provided without a discussion between you and the instructor. Initiate conversation early with faculty. Understand that not all classes can offer flexible attendance. Do not just hand your instructor your Accommodation Form and expect to receive the accommodation. A conversation must occur between you and your instructor.

3. The instructor can assess the impact of attendance on class and determine what accommodations can be made. There are some classes in which this accommodation will not be appropriate.

4. You are still required to complete all coursework. When you miss class, notify your instructor immediately. The accommodation of "Flexibility Regarding Attendance" does not mean that you will automatically get an extension for work that is due on a day that you are absent. You should still make every attempt to turn your work in via email, if you are not able to turn in a homework assignment or if you miss a quiz or exam, it will be your responsibility to contact your instructor to ask if you will be allowed to make up the work.

Students need to be aware of the following attendance factors that could adversely impact their academic achievement:

- Faculty are not required to do make-up labs or classes for a student with a disability who misses lab or class unless make-ups are permitted for other students as well.
- Faculty are not obligated to re-teach material missed due to not attending class.
- It is the student's responsibility to notify the instructor that an absence is disability related and to obtain the material and notes from missed class.
- Regardless of the modification of the attendance policy, the student is required to meet all of the academic course requirements and to complete all assignments and examinations.
- Absences could impact the student's academic performance because the student will not have the benefit of such things as full classroom interaction and the opportunity to ask questions while the material is being presented.

The nature of the flexibility accommodation has been explained to me and I understand its scope and limitations. I also understand my responsibility to communicate early in the semester with my instructors to develop a plan that is reasonable given the essential course standards.

Courses: \_\_\_\_\_

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Student Signature

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Faculty Signature

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Disability Services Specialist

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