Negotiated Flexibility in Attendance and Deadline Policy and Procedure

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General Description

Policy Summary:

The University recognizes that there may be times when a qualified student with a disability cannot attend class or meet a course deadline because of disability-related reasons. This policy, in accordance with the Americans with Disabilities Act of 1990, establishes procedures for considering/granting leniency in course policies regarding attendance, related class participation and assignment extensions. The granting of such exceptions to course policies are made on a case-by-case basis as a reasonable accommodation.

Purpose:

Section 504 of the Rehabilitation Act and the Americans with Disabilities Act stipulate that reasonable and appropriate modifications to a course should be made provided the individual requesting such modifications can indicate the presence of disability-related rationale that limits a major life activity.

Scope:

Students with disabilities who are otherwise qualified and registered with Student Accessibility Services, and any university employee who is tasked with reviewing such requests and implementing accommodations approved by Student Accessibility Services.

Policy Content

Introduction

Trinity University will make every effort to provide reasonable accommodations that meet a student's documented disability-related academic needs. Reasonable modifications to courses and expectations of students in courses are not intended to constitute a fundamental alteration. The University recognizes that there may be times when a qualified student with a disability cannot attend class or meet a course deadline because of disability-related reasons. In accordance with the Americans with Disabilities Act of 1990, exceptions to attendance and

deadline requirements can be made on a case-by-case basis as a reasonable accommodation. Reasonable accommodations for such absences may include, but are not limited to, the flexibility of class attendance, class participation, and flexibility in making up missed assignments and tests. Such accommodations, however, are not unlimited in scope and must be applied in consideration with what are considered the fundamental requirements of the course.

Student Responsibilities

- Regardless of the disability-related need, students are expected to follow reasonable attendance requirements and course deadlines established by the instructor in each class.

- Students requesting a reasonable modification to attendance and deadline expectations in a course must register with Student Accessibility Services by following the appropriate procedures.

- Students are required to provide appropriate documentation validating the request for disability-related absences and extensions.

- Students must submit a timely request for the appropriate Faculty Notification Letters to be sent to instructors each semester.
- Student will participate with their faculty in determining the parameters of the accommodation within the context of each class. SAS can facilitate this process upon student request. If the accommodation is deemed appropriate, both the student and the faculty member sign an agreement form explaining both the established boundaries of the accommodation and the responsibilities of both faculty and student in carrying out this accommodation.

  It is advised that the student ensure they discuss the following with each of their instructors:

  a. Specific disability-related needs for the course.
  b. How absences or extension requests may affect the completion of coursework should this accommodation be used.

- Students **must** contact instructors in advance of an anticipated absence or need for an extension.

  This action is particularly important if the anticipated absence will result in the student missing a quiz, exam, or a deadline for turning in an assignment. For emergencies or unexpected disability-related absences, contact the professor as soon as possible to justify the reason for the absence and to discuss make-up work. The student and instructor should come to a clear agreement about the nature of the make-up work and deadlines for

completing it.

Student Accessibility Services reserves the right to request documentation of the disability-related absence from a qualified professional.

- The student should obtain copies of lecture notes and/or materials from missed classes and discuss with the instructor plans to make up any missed work from class.

  Student Accessibility Services can provide assistance in setting up note-taking or facilitate providing the student an option for making up missed notes from lectures.

  Note: Negotiated Accommodations are not retroactive. This accommodation becomes effective when the accommodation letter is delivered to the professor and the completed Negotiated Flexibility Agreement Form , signed by both student and faculty, is submitted to SAS.

Student Accessibility Services Responsibilities

- Student Accessibility Services is responsible for verifying that a student who requests disability-related absences or extensions is registered with SAS and is eligible to receive this accommodation.

- Student Accessibility Services must provide the student who requests disability-related absences or extensions as an accommodation with a copy of the policy and procedures.

  The student will sign and receive a copy of the Negotiated Flexibility in Attendance and Extensions policies prior to requesting their Faculty Notification Letters for each semester they make such requests.

- Student Accessibility Services will prepare and send letters for the student to provide to professors which includes a statement indicating the student is eligible for these accommodations in a reasonable timeframe after the request has been made by the student.

- Student Accessibility Services acts as a liaison between a faculty member and a student when a disability-related absence or extension is questioned.

  Student Accessibility Services reserves the right to request documentation of the disability-related absence from a qualified professional.

Instructor Responsibilities

- Instructors for the impacted courses must verify that a student who requests disability-related class absences, participation, or extensions as an accommodation is registered with Student Accessibility Services and is eligible to receive this accommodation.

- Instructors are expected to discuss with the student how the disability-related absences and/or extension accommodations will be used during the duration of the course.

- Faculty will carefully evaluate all requests for leniency in attendance, participation, and assignment deadline requirements, with consideration given to the following information:

    a. What does the course description and syllabus say about attendance, participation, and deadlines?
    b. Is there classroom interaction between the instructor and students, and among students?
    c. Do student contributions and participation in class constitute a significant component of the learning process?
    d. To what degree does a student's failure to attend class and maintain deadlines compromise the educational experience of other students in the class?
    e. Does the fundamental nature of the course rely on student participation as an essential method for learning?
    f. What is the method by which the final course grade is calculated
    g. ?What are the classroom practices and policies regarding attendance, participation, and deadlines

- Instructors may request that a student provide prior notification of the need for the absence or extension, **but may not** require additional documentation or verification of the disability-related need.

  Instructors who request or need additional information on the student's disability-related need may consult with Student Accessibility Services to determine the reasonableness and parameters for the implementation of the accommodation.

- Instructors should establish an acceptable number of absences and assignment extensions in relation to the essential requirements of the course, and articulate those to the Negotiated Flexibility Agreement with the student.

  In most cases, class attendance and participation are paramount to a student's mastery of the knowledge and/or skills taught in a specific course. As mentioned above, students are expected to follow the attendance requirements and reasonable course deadlines established by the instructor in each class.

Fundamental Alteration

In cases where absences, participation, or extensions will affect the ability of the student to demonstrate skills required to successfully pass the course, the student will consult with the professor and Student Accessibility Services in regard to a withdrawal from the course. In the event of a withdrawal, the student must follow the University's withdrawal procedures, which can be obtained from the Registrar's Office. **All reasonable accommodations must be explored prior to withdrawal from a course.**

Performance Evaluation

Consequences of Policy Violation:

A student requesting a reasonable modification to attendance and deadline expectations in a course who do not follow this policy are subject to all standard attendance and deadline policies and expectations of the course as set by the instructor.

Terms & Definitions

Terms and Definitions:

Term:	Definition:
Reasonable modifications	Students approved for accommodations are held to the same standards as their peers and must continue to meet all course objectives and expectations as set by their instructors in the syllabus. "Reasonable and appropriate" refers to the nature of an accommodation, adjustment, and modification made that reflects the student's ability to still meet the course objectives and expectations.
Fundamental Alteration	A fundamental alteration consists of a modification to a course requirement or expectation that would waive an essential or fundamental academic requirement necessary for the completion of the course and meeting basic expectations of the course. Each department identifies and defines the essential or fundamental academic requirements for its courses. The University nor an individual faculty member is required to make a fundamental alteration of any kind to any course.

Related Documents

Related Documents:

Document Type:	Document Name:	Document Number:
Policy	Withdrawal Policy	FINA-0004

Related Content:

Student Accessibility Services encourage the use of this worksheet to help students and instructors plan through the need for flexibility in attendance and deadlines in courses.

Revision Management

Revision History Log:

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v1.0	8/1/2019 8:32 PM	Katharine Martin

Vice President Approval:

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