



Flexibility with Attendance and Assignment Deadlines Plan

Student Name: Jane Smith

Course: HST 101

Overview:

The Diversity and Inclusion (DI) office has approved this student for a flexibility with excused absences. This accommodation, while approved for the student, can look different in each course. DI will engage in the process to determine if the accommodation fundamentally alters the course. DI will continue the interactive process with student and faculty throughout this process and to address any concerns if they arise.

Description:

- Students with this accommodation have disabilities which are episodic in nature and may have impacts on attendance, participation, assignment deadlines or taking an exam.
- A disability related absence is when a student is absent due to the direct effects of a documented disability. This agreement does not apply to absences for other reasons.
- DI has already reviewed and considered any necessary medical documentation. The student is NOT required to present the professor with medical documentation verifying their disability related absence.

Guidance for Determining Reasonable Flexibility:

- What does the syllabus say about attendance and missed deadlines?
- What stated learning outcomes/objectives require participation?
- Is attendance factored in as part of the final course grade? If yes, what is the percentage of the grade?
- Is there any flexibility regarding attendance or assignments already built into the course?
- Is there classroom interaction between faculty and students, and/or among other students?
- What is the impact on educational experience of other students in the class if a student is absent or misses a deadline?
- Does instruction and learning rely on specific elements from the previous session or assignment?
- Do student contributions constitute a significant component of the learning process (e.g. discussion, presentations, and role-plays)?

This information may be used to potentially determine whether the requested flexibility for the course fundamentally alters the essential components of the course.

After reviewing the previous questions, please fill out the Flexibility with Attendance and Assignment Deadlines Plan. For more guidance or assistance with developing this plan, feel free to reach out to Diversity and Inclusion at diversity.inclusion@washburn.edu or 785-670-1622.

Student Name: Jane Smith Student Email: jane.smith@washburn.edu Course: HST 101

Faculty Name: Dr. Who Faculty Email: doctor.who@washburn.edu

Office of Diversity and Inclusion

Washburn University | 1700 College Ave. | 105 Morgan Hall | Topeka KS 66621
Voice: 785-670-1622 | fax: 785-670-1056 | email: diversity.inclusion@Washburn.edu

Excused Absences and Class Participation

How many excused absences are allowed for the course? For example: 1-2 absences are allowed any additional will to need to be discussed.

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Adjusted maximum # of excused absences (Please be specific as possible, e.g. standard = 2, so perhaps adjusted = 2.) Example: Excused absences = 3 in additional to the standard.

5

How and when will the student notify the faculty of a disability related absence? (Depending on the nature of the student's disability, it is reasonable to notify the faculty before or after class). Example: Student will notify faculty prior to the class starting via phone or email.

Email the morning of missed class or at least the night before.

Assignment Deadline Extensions

What is the process for turning in homework/assignments/projects due the day of a disability related absence and include maximum number of days assignments may be late? (Please note: disability related absences are not intended to be used to provide extensions on long-term assignments. For short-term assignments, students experiencing a disability related absence should be permitted to turn in work late without grade penalty. A general rule to consider for determining reasonable deadline extension would be the amount of time equivalent to that which was missed. In some courses, it may be appropriate to consider an alternative assignment, reading or project to make for missed class discussions or projects). Example: 48 hours after assignment is due. If an assignment is due on Friday, then for this student due date is extended until Sunday at midnight.

48 hour extension

Makeup Quizzes and Exams

What is the procedure for making up a missed quiz, examination, clicker question or in-class graded assignment including labs given on the day of a disability related absence? Example: Student is responsible for contacting faculty to reschedule the in-class missed quiz or lab within 2 weeks of the date missed. If a separate testing environment is needed contact the Diversity office.

1 week to reschedule in class or exams missed

By signing this plan, student and faculty acknowledge to the course specific parameters listed above. The accommodation is effective after both the student and faculty have reviewed the plan. Please send the completed form back to Diversity and Inclusion diversity.inclusion@washburn.edu as soon as possible or within next five (5) business days.

Student Signature: Jane Smith Date: 08/08/22

Faculty Signature: Doctor Who Date: 08/08/22

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