



Academic Resource Center Accessibility Services

Guide to Assessing Accommodation Requests for Attendance Flexibility and/or Deadline Extensions

A small subset of students with disabling conditions experience unpredictable acute episodes that may result in a need to miss class or deadlines with little or no advanced notice. For these students, Academic Resource Center, Office of Accessibility Services approves the accommodations of attendance flexibility and/or deadline extensions. If there are stated attendance requirements, **attendance flexibility** means allowing disability-related absence without penalty. **Deadline flexibility** involves rescheduling an assessment deadline or class assignment. A student may be approved for one or both, depending on the nature, severity, and chronicity of the condition. Students are not required to see a doctor to address each episode and instructors should consider the notice from the ARC as sufficient to document the cause of the absence or need for a deadline extension. If there are students approved for this accommodation in your course, you will be asked to complete the [Attendance Flexibility and Deadline Extension Accommodation Agreement Form](http://www.cuw.edu/ARC-AttendanceFlexibilityForm) (www.cuw.edu/ARC-AttendanceFlexibilityForm). The completed form will be the basis for an accommodation plan that outlines the terms of this accommodation in your course.

-----ATTENDANCE FLEXIBILITY CONSIDERATIONS-----

Use this rubric to analyze if and to what extent an attendance accommodation can be implemented for your course while maintaining essential course requirements and learning objectives.

	In all/most class meetings	In some class meetings	In a few/none of class meetings or N/A
There is significant interaction between the instructor and students during the class meeting (e.g., discussion, interactive experiences, problem solving).			
There is significant classroom interaction among students during the class session (e.g., peer review, teamwork, group discussion).			
A fundamental learning objective relies on active student participation during the class meeting (e.g., lab experiments, paired language learning, performance work, clinical placement rotations).			
The student's absence or variable attendance will constitute a significant loss of the educational experience for the student and/or classmates (e.g., group or paired projects, performances) and/or cause a disturbance to course instruction.			

Analyze Results

- If your answers to these questions fall within the **BLUE** shaded area, allowing disability-related absences is considered a reasonable accommodation.
- If your answers fall within the **YELLOW** shaded area, allowing disability-related absences is a reasonable accommodation. You may designate days in which attendance is essential to learning outcome of the course.
- If your answers fall within the **GREEN** shaded area, with attendance being essential in all or a majority of the class meetings, allowances for absences from class meetings may be minimal. Consider if the student could participate or make up for missed experiences in an alternate manner.

- Complete the [Attendance Flexibility and Deadline Extension Accommodation Assessment Form](#) with your analysis results. Send the completed form to the ARC at arc-as@cuw.edu. The Director of Accessibility Services will follow up with you regard the student who has requested this accommodation.

-----DEADLINE EXTENSION CONSIDERATIONS-----

Students who have been approved for accommodations may experience acute and unpredictable medical episodes or extenuating circumstances that affect their ability to meet every assignment deadline.

The instructor (in consultation with the ARC) must assess whether a deadline extension is a reasonable accommodation for each type of assignment/assessment, taking into consideration the learning objectives for your course and the purpose of the assignment/assessment. Use the rubric below to analyze if a deadline extension(s) is a reasonable accommodation and for how long an extension is allowable to ensure equitable access to the student while maintaining essential course requirements.

Course Analysis	Yes	No
If an assignment is not completed by the deadline, will the student be unprepared to fully participate in a class meeting?		
If the assignment is not completed by the deadline, will there be a direct impact on the learning experience for the student and/or classmates (e.g., team projects, participation)?		
Does meeting assignment deadlines constitute a learning objective of the course (e.g., writing a business memo, preparing a brief, scaffolded lesson)?		
Would an additional day or two extension alter the purpose and ability to grade the assignment using the same criteria applied to the class?		

Analyze Results

- If you answered “**no**” to most or all of the questions, a deadline extension should be allowed.
- If you answered “**yes**” to most or all of these questions, a deadline extension would not be a reasonable accommodation.
- Complete the [Attendance Flexibility and Deadline Extension Accommodation Agreement Form](#) with your analysis results. Send the completed form to arc-as@cuw.edu . The Director of Accessibility Services will follow up with you regarding the student who has requested this accommodation.

Instructor Rights:

- Instructors are not required to reteach the material because a student missed a class. However, it may be helpful to review missed content and field questions with the student during office hours.
- Instructors are not required to re-design the structure of a course because a student’s disability prevents full participation as the course is designed.
- Students using these accommodations are expected to meet the essential requirements of the course.