

Reasonable Attendance Adjustment Arrangement

Faculty are responsible for establishing attendance requirements for their classes, and ensuring they are clearly outlined per the syllabus at the beginning of each semester. All students, regardless of disability, are responsible for fulfilling the essential requirements of courses/programs/degrees, including attendance expectations. No academic standards, educational experiences/outcomes should be waived, compromised or lowered. However, the episodic nature and severity of some disabilities may impact a student's ability to fulfill typical attendance requirements.

A student eligible for Reasonable Attendance Adjustments will have this indicated on their ODR Accommodation Plan. Faculty should closely examine essential course requirements, and may consult with ODR to determine reasonable course specific adjustments. In-depth information regarding this accommodation, responsibilities and determining essential course requirements can be found at odr.appstate.edu

Faculty have the responsibility to engage in the interactive process by completing this form to document the implementation of the course adjustments.

Student: _____ Instructor Name: _____

Course: _____ Class Days/Times: _____

Anticipated number of disability related absences: _____ Date Form Completed: _____

Communication

How should faculty be notified of each disability related absence? (Ex. Email, phone, etc.) ODR must also be emailed at odr@appstate.edu	
What is the preferred timing, when possible? (Ex. before class, night before, etc.) <i>Note: In a situation when student is unable to communicate, notification should occur as soon as physically capable.</i>	

Attendance and Participation

How many absences are permitted per the syllabus?	
How many additional absences are possible before fundamentally altering essential course requirements/experiences/outcomes?	
Are there specific dates or class meetings (such as a guest speaker, activity that cannot be replicated, etc.) which are unable to be made up?	
For a disability related absence, could any of the following be a way to obtain material missed in class? Check any that apply.	<input type="checkbox"/> Attend another section of lecture/lab Available times: <input type="checkbox"/> Obtain missed information during office hours Available times: <input type="checkbox"/> Student is responsible for obtaining notes/announcements from classmate Classmate name:

	<p>Method of material shared (via email, etc.)</p> <p><input type="checkbox"/> Remote into course via Zoom/Panopto</p> <p><input type="checkbox"/> Alternate method:</p>
Assignments (Including Projects, Labs, Homework, Group Presentations, etc.)	
<p>In general assignments are still due even when disability related absences occur. However, when extenuating circumstances occur (ie. hospitalizations), if unable to attend class, how can the assignment be turned in? Check any that apply.</p>	<p><input type="checkbox"/> Submitted electronically via AsULearn When:</p> <p><input type="checkbox"/> Submitted electronically via email When:</p> <p><input type="checkbox"/> Submitted during the next class meeting</p> <p><input type="checkbox"/> Other:</p>
<p>What options exist for contribution to group assignments?</p>	
Test/Quizzes/Exams	
<p>What is the policy on missed tests/quizzes?</p> <p>How would the student arrange to take a missed test/quiz due to a disability related absence?</p>	<p><input type="checkbox"/> Use ODR Test Proctoring</p> <p><input type="checkbox"/> Take with instructor</p> <p><input type="checkbox"/> Take on AsULearn</p>

Should absences become excessive or begin to compromise essential course requirements or the accomplishment of learning objectives, ODR should be contacted. Students may need to explore options such as a Medical Course Load Reduction or Medical Withdrawal through Student Health Services. Faculty may also consider granting students an incomplete grade to allow an opportunity to fulfill course requirements through independent study, or by attending class lectures the following semester.

Upon completion, a signed copy of this form should be submitted to ODR.

Student Signature: _____ Instructor Signature: _____