Faculty are responsible for establishing the policy concerning the role of attendance for their classes, and ensuring it is clearly stipulated in writing at the beginning of each semester. Students, regardless of disability, are responsible for fulfilling the essential requirements of courses/programs/degrees, including attendance expectations. Disability Support Services (DSS) does not advocate waiving, lowering, or compromising the essential requirements, academic standards, or educational experiences/outcomes of courses. However, for some students, individual aspects of their disability make it difficult for them to fulfill typical attendance requirements. In such situations, a faculty will see the accommodation of “Consideration for Leniency on Attendance” in the student’s DSS accommodation letter.

Faculty have the responsibility to engage with the student in an interactive process, completing this agreement to establish and document appropriate adjustments. Essential course requirements should be examined, and DSS consulted to determine reasonable course-specific adjustments. Faculty should review DSS’s Consideration for Attendance Leniency Guidelines for assistance in identifying essential course requirements and implementing this accommodation: https://dss.ecu.edu/dss-guidelines/#LeniencyforAttendanceAssignmentDueDates

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<th>Student</th>
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<td>Course</td>
<td>Meeting Date</td>
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<td>Class Day/Time</td>
<td>Instructor Email/Daytime Phone</td>
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**Anticipated number of disability related absences:** (Student Response)__________________________

**Communication**

By what methods may the student inform faculty of a disability-related absence? (Ex. Email, phone, etc.) also cc: Dssdept@ecu.edu

What is the preferred timing of such communications when possible? (e.g., prior to class, night before, etc.)

*Note: In a situation when the student is incapacitated, the expectation is to communicate as soon as physically capable.*

**Attendance and Participation**

How many absences are permitted via the syllabus before any reduction in grade?

How many additional absences will be allowed before fundamentally altering essential course requirements/experiences/outcomes?

Note 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 make-up the class without penalty of an absence? Check any that apply.

- [ ] Attend another section of lecture/lab
  Available Day/Time:

- [ ] Obtain missed information during office hours
  Posted Hours:

- [ ] Student is responsible for obtaining notes/announcements from classmate
  Classmate name:
  Method of material shared (via email, etc.)

- [ ] Remote into course via WebX, Skype, etc.

- [ ] Alternate/Other:__________________________
Assignments (Including Projects, Labs, Homework, etc.)

In general, assignments are due even when disability-related absences occur. However, when encountering extenuating circumstances (e.g., hospitalization, incapacitation) and unable to attend class, by what alternative method may an assignment be turned in without consequences? Check any that apply.

Notes: What is the time frame for submitting work unable to be completed due to disability-related absence?

Indicate any graded group/collaborative work, and your Expectations for submitting and receiving credit.

☐ Submitted electronically via Blackboard
  When:

☐ Submitted via email
  When:

☐ Submitted during the next class meeting

☐ Other:

Test/Quizzes/Exams

What is the general policy on make-up tests/quizzes?

Understanding disability-related absences may necessitate alternate testing administration, and are not generally considered to be a “make-up” test, how should the student proceed with arranging with the faculty?

For Alternate Testing Administration, students should utilize DSS Proctoring Services?

If at any time a faculty member believes the student's absences from class threaten the academic integrity of the curriculum or the accomplishment of learning objectives, or that the student is not abiding by the Reasonable Attendance Adjustment Plan, they should contact the Disability Support Services, AS SOON AS POSSIBLE. Similarly, should a student feel their faculty is not adhering to the arrangement, they should speak with the individual faculty or DSS staff. For more information regarding disability-related grievances, refer to the Disability Guidelines, found on the DSS website: https://dss.ecu.edu/dss-guidelines/#Grievance

Upon completion, the original signed copy of this form must be submitted by the Faculty member to ECU’s Disability Support Services office, for each course. DSS recommends all parties keep copies for their records.

Student Signature ____________________ Date ____________

Faculty Signature ____________________ Date ____________

ECU Disability Support Services
Slay Hall, Rm 138
252-737-1016 (O) 252-737-1025 (Fax)
Dssdept@ecu.edu

DSS [07/2019]