

Disability Related Flexibility in Attendance/Assignments Form

--Questions to complete together are on page 2--

Federal law requires Concordia University to consider reasonable accommodation for attendance if needed to accommodate a student's disability.

Disability Access Services (DAS) has determined that your student has a documented disability that directly impacts their ability to attend class on regular basis. Students with this accommodation have disabilities which are episodic in nature with random or cyclical acute episodes, and as a result the disability may occasionally impact the students' ability to attend class, complete an assignment, or take an exam at the scheduled time.

Please consider this question as you complete the FAA form:

❖ **Is attendance an essential part of the class? Would accommodating attendance result in a fundamental alteration of the curriculum?**

The Office of Civil Rights (OCR) has provided the following guidelines to assess if attendance is an essential part of a class:

1. Is there classroom interaction between the instructor and students and among students?
2. Do student contributions constitute a significant component of the learning process?
3. Does the fundamental nature of the course rely on student participation as an essential method for learning?
4. To what degree does a student's failure to attend constitute a significant loss to the educational experience of other students in the class?
5. What do the course description and syllabus say?
6. Which method is used to calculate the final grade?
7. What are the classroom practices and policies regarding attendance?

When a class is missed due to a disability related absence, it may be appropriate to allow a student to make up the points by meeting with you outside of class or completing an alternative assignment, reading or project to make up for missed class discussions or projects. Other examples of how disability related absences may be accommodated may include the ability to turn in assignments/papers late without grade penalty or the ability to make up any assignments or exams that have been impacted by the disability related absence without grade penalty.

Students may either (1) meet with instructors and discuss the form, or (2) have DAS coordinate the communication on their behalf. **If no one reaches out to the instructor**, then the accommodation is not implemented into the course. The completed form/agreement can be emailed to DAS if helpful.

If the instructor and/or the student have any questions or concerns at any point about this process or agreement, please contact DAS as soon as possible: 949-214-3039, das@cui.edu.

Process for setting up this accommodation:

1. DAS approves Student's FAA request based on a documented disability
2. Either the student **or** DAS will discuss the FAA form with Student's instructor
 - a. If the student meets with the instructor, they will complete the form together and optionally return to DAS
 - b. If DAS meets with instructor, instructor will complete and return to DAS
 - c. If the instructor receives no form, then the accommodation will not be used in this class
3. Professor and Student use the form to follow agreed upon procedures

Student Name:	Faculty Name:
Course:	Section:

The number of allowable absences depends on the interactive or participatory nature of a course, or is based on department, college or accrediting agency rules. Students are expected and encouraged to attend classes on a regular basis. Faculty have the right to establish attendance and late work policies.

- 1) **Maximum number of disability related absences allowed for this student for this course:** (this should not be a restatement of the number of absences allowed for all students in the course). Be as specific as possible; please do not use vague phrases such as "flexible," "to be determined," or "open."

- 2) **How and when will the student notify the instructor of a disability related absence?**
Depending on the nature of the student's disability, it is reasonable for the student to notify the instructor of a disability related absence either before or after the missed class session.

- 3) **Procedure for turning in homework/assignments/projects due the day of a disability related absence; include maximum number of days assignments may be late:**

- 4) **Procedure for making up a missed exam, or in-class graded assignment given on the day of a disability related absence:**

Faculty initials (may be electronic): Date:
Student initials (may be electronic): Date: