

# Guidelines for Implementing Accommodations Allowing for Enhanced Flexibility with Attendance, Assignments, and Exams

You have received this document because the Disability Resource Center (DRC) has determined that Modified Assignment, Attendance, and/or Exam Rescheduling Accommodations may be reasonable for this student. These accommodations can be particularly supportive in reducing academic barriers for students with unpredictable or episodic disabilities, and these accommodations create space for recovery to prevent prolonged episodes. This document clarifies roles and provides guidelines to help you determine what is reasonable in your course.

**Please contact the Access Consultant on the accommodation letter if you have any questions after reading this document.**

## General Guidelines

- The student must share their letter with instructors prior to using Modified Assignment, Attendance, and/or Exam Rescheduling Accommodations. In addition, the student should communicate regularly and as soon as possible with faculty when requesting these accommodations, in order to arrange for appropriate makeup work and exams.
- Modified Assignment, Attendance, and Exam Rescheduling Accommodations are intended to be proactive, but there may be situations where advance notice prior to using these accommodations isn't possible. The DRC cannot require retroactive accommodations.
- DRC Accommodations are intended to be used only for disability-related reasons. Schedule or work conflicts unrelated to disability are not applicable. For non-disability-related illnesses or absences please follow the [University Policy on Makeup Work for Legitimate Absences](#).
- The DRC accommodation letter serves as medical verification when the absence, missed deadline, or missed exam is disability-related.
- The Access Consultant's role is to consult with students and instructors when questions or concerns arise.

## Instructor Guidelines

- Questions to consider when determining flexibility with deadlines, attendance, and exam dates:
  - Does your syllabus clearly state practices and policies on attendance and assignments?
  - Do classroom interactions and/or timely assignment completion contribute to classroom learning?
  - How is participation and/or timely completion of assignments/exams an essential course requirement for your class?
  - How does participation and attendance contribute to grades?
  - Do you provide multiple ways of participating?
  - Do student absences or late assignments affect their own and other students' learning?
  - Do your assignments build on one another? Must students know the content of one assignment in order to complete the subsequent assignment?
  - If a student misses an in-class activity, is there an alternative activity they can engage in

to demonstrate learning and earn missed points?

- We recommend you have a private conversation with the student to discuss how Modified Assignment, Attendance, and/or Exam Rescheduling Accommodations will work in your class.
  - Discuss the reasonable number of absences, time frames for extensions, and/or the process for rescheduling missed exams.
  - Focus on educational barriers and not on identifying disability. This will provide more information and help facilitate inclusive teaching.
  - Plan with the student about how they will notify you if Modified Assignment, Attendance, and/or Exam Rescheduling Accommodations are needed, as well as how they will make up missed work.
  - Students may not always anticipate when they will use their accommodation, therefore it is possible you will receive retroactive requests. If you have questions about whether a retroactive request should be approved you may wish to consult with your department colleagues or the Access Consultant.
  - The DRC Testing Center may assist in administering rescheduled exams. If you are not able to administer the rescheduled exam, please ask the student to reach out to the DRC Testing Center to schedule to take their make-up exam.
- For more information on determining essential course requirements, please visit [this guide created by Stanford University](#).
- Clearly communicate the student's academic standing throughout the semester.
- If students are not meeting essential course requirements, you may advise them to speak with their Academic Advisor about pursuing an Incomplete or Withdrawal.
- If students are reporting additional access barriers, refer them back to their Access Consultant.
- Connect with your student's Access Consultant if you have concerns around your student's use of these accommodations.

## Student Guidelines

- Discuss with your instructors when initially sharing your accommodation letter to clarify how Modified Assignment, Attendance, and/or Exam Rescheduling Accommodations will work in each class.
  - Plan how you will communicate with them when needing to use these accommodations. Also discuss how to turn in late work and how you will follow up on missed content.
  - Discuss a reasonable number of absences, as well as timeframes for extensions and/or makeup exams. Know that the limit of what is reasonable varies depending on the nature of the class.
- The DRC cannot require retroactive accommodations, therefore it is important when possible to notify instructors prior to using Modified Assignment, Attendance, and/or Exam Rescheduling Accommodations or as soon as possible afterwards.
- Modified Assignment, Attendance, and Exam Rescheduling Accommodations do not waive deadlines, exam dates, or attendance policies and cannot compromise course requirements. Please utilize them on an as-needed basis.
- Consider copying in your Access Consultant and attaching a copy of your accommodation letter when emailing your instructor.
- As soon as you're able, check in with your instructor(s) regarding questions about missed work, attendance, academic standing, and next steps.
- Connect with your Access Consultant if you have any questions or concerns around the effectiveness of these accommodations.