Federal law requires the University of Vermont to consider reasonable accommodation if needed to accommodate a student’s disability. Student Accessibility Services (SAS) has determined that a student(s) in your course has a documented disability that requires flexibility with attendance, assignment due dates, and/or exam scheduling.

Please consider these questions as you complete the Disability Related Flexibility Agreement:

1. Is attendance an essential part of the class?
2. Would an accommodation for 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, or between student(s) and other 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. What are the classroom practices and policies regarding attendance?
7. Which method is used to calculate the final grade?

The number of allowable absences depends on the interactive and 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.

FLEXIBILITY WITH ATTENDANCE

Do you take attendance in your course:  Yes _____  No _____

If yes, what is the maximum number of disability related absences allowed in 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’. __________________________
How and when will the student notify the faculty of a disability related absence? Depending on the nature of the student’s disability, when will the student notify the faculty of a disability related absence: either before or after the missed class session? In what format will the student notify the instructor – email, phone call, other?

FLEXIBILITY WITH DUE DATES:

What is the maximum number of days assignments may be late? If allowed, these modified due dates need to be approved by the professor before the actual due date. If the student has an unexpected disability-related absence on the actual due date, if allowed, what is the maximum number of days assignment may be late?

How and when will the student notify the instructor of a disability related absence that affects a missed assignment: either before or after the missed class session? In what format will the student notify the instructor – email, phone call, other?

How will assignments/projects be submitted? (dropped in faculty mailbox, sent via email, dropped off at next class ?)

FLEXIBILITY WITH RESCHEDULING EXAM, OR IN-CLASS GRADED ASSIGNMENT:

If allowed, what is the maximum number of days student may be allowed to re-schedule a missed exam or in-class graded assignment? Please indicate if the student should use the Exam Proctoring Center or other designated area.

If the maximum number of allowed absences is exceeded during the semester, the faculty, student, and SAS specialist should meet to discuss an appropriate course of action (incomplete, withdrawal, revision to the agreement).

Faculty Signature or Initials: ___________________________ Date: ________________
Student Signature or Initials: ___________________________ Date: ________________
SAS Specialist Signature or Initials: ______________________ Date: ________________

If the professor or the student have questions or concerns, please contact:

University of Vermont, Student Accessibility Services
A170 Living/Learning Commons | 633 Main Street | Burlington, VT 05405
Email: access@uvm.edu | Phone: (802) 656.7753