

Accommodation Policy: Flexibility with Attendance

This accommodation allows students to occasionally miss class due to unpredictable or cyclical acute disability-related episodes. If students request this accommodation, Disability Services may ask for relevant documentation from a treating healthcare professional. Documentation may need to explain, for example, why this accommodation is necessary and how much the student expects to miss class.

If students are approved for Flexibility with Attendance, the following statement will appear on their Academic Accommodation Letter:

Flexibility with attendance: There may be absences due to disability-related impact. Consideration of allowing make-up and/or substituted work is appropriate. The student understands that they are responsible for all required coursework. Please call Disability Services with any questions.

Students and instructors share responsibilities in deciding the guidelines to use this accommodation. Students do not need to ask for permission to use this accommodation and will not be penalized for missing class.

See below for a summary of students' roles in using this accommodation.

Student Responsibilities:

- Provide Academic Accommodation Letter to instructors. This will activate accommodations. Accommodations are not retroactive, meaning that they do not apply to past assignments/tests/courses.
- Review course syllabi to become familiar with assignments, due dates, and expectations. See if changes to attendance will be possible for each class.
- Review Mason's attendance policy.
- Work with instructors to create a plan to address:
 - How missed coursework will be made up
 - How instructors will be notified when class is missed
 - Boundaries around the number of missed classes to ensure continued academic progress
- Contact instructors as soon as possible when a disability-related absence will occur or has occurred. If possible, let instructors know when to expect their return to class.
- Contact Disability Services to explore other accommodation approaches to mitigate absences if absences are related to attending doctor's appointments or managing treatment.
- Reach out to Disability Services for support in using this accommodation, if needed.

See below for a summary of instructors' roles in using this accommodation.

Instructor Responsibilities:

- Work with students to create a plan to address:
 - How missed coursework will be made up
 - How students will notify instructors of an upcoming absence
 - Boundaries around the number of missed classes to ensure continued academic progress
- Contact Disability Services as soon as possible if there is a concern that absences interfere with the essential academic or technical requirements of the course.

If you have questions regarding this form or the Disability Services process, please call our office at 703.993.2474 or email ods@gmu.edu. Thank you for your assistance.