



### **Accommodation Policy: Flexibility with Attendance**

This accommodation allows students to occasionally miss class due to unpredictable or cyclical acute disability-related impact(s). When students request this accommodation, Disability Services may ask for relevant documentation from a relevant, 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, a statement describing the approved accommodation will appear on their Academic Accommodation Letter. Students, instructors, and Disability Services share responsibilities to ensure the correct use of this accommodation. See below for a summary of each stakeholder's roles and responsibilities related to 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 the attendance policy, assignments, due dates, and expectations.
- Engage in the interactive process with Disability Services to evaluate if flexibility with attendance is a reasonable accommodation, and determine number of absences, if approved.
- 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
- Contact instructors as soon as possible when a disability-related absence occurs or has occurred. If possible, let instructors know the expected date to return to class.
- Contact Disability Services to explore approaches to mitigate absences if it is related to attending doctor's appointments or managing treatment.
- Reach out to Disability Services for additional support in using this accommodation, if needed.

#### **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
- Students do not need to ask for permission to use this accommodation and will not be penalized for missing class.
- 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.



**Disability Services Responsibilities:**

- Engage in the interactive process with the student to evaluate if flexibility with attendance is a reasonable accommodation, and determine number of absences, if approved.
- Consult with instructors regarding essential academic or technical requirements of a course when attendance concerns arise.
- Evaluate concerns about excessive absences to determine whether they fundamentally alter course requirements or whether alternative accommodations should be considered.
- Provide guidance and education to students and instructors on policies, rights, and responsibilities related to disability accommodations.
- Serve as a point of contact for ongoing questions or concerns.

If there are questions regarding this policy or the Disability Services process, please call the office at 703-993-2474 or email [ods@gmu.edu](mailto:ods@gmu.edu). Thank you for your assistance.