

Attendance Policy Modification and Assignment Due Date Extension Accommodations

This document is designed to provide faculty and students a framework for developing parameters and a plan for attendance policy modification and assignment due date extensions as a reasonable accommodation for a disability.

The second page includes a Proposal Form to be completed by the student and instructor. The purpose of this form is to facilitate discussions leading to a plan to address adjustments to the attendance policy for the course and/or to address necessary extensions to assignment due dates for a given student in a given course. This requires balancing the student's need for reasonable accommodation against maintaining the academic integrity of the course.

Once completed, the form should be submitted to MSU Disability Resource Center (DRC) staff for review and approval.

Student Functional Limitations*

Students are encouraged, but not required, to share specific functional limitations as they apply to the course to enable proactive planning around these accommodations. While students may elect to limit disclosure of these limitations to DRC Staff, voluntarily sharing information with instructors can often save time and help identify accommodations that better meet both the student's needs and the requirements of the course.

Functional limitations can occur across a wide range of major life activities, including (but not limited to) standing, walking, hearing, seeing, sleeping, speaking, memory, concentrating, etc. Students do not need to disclose their specific diagnosis, but the typical frequency, manner and duration of the impact of their disability are important factors in determining appropriate adjustments to the course attendance policy and/or assignment deadlines for the student.

Students should **consider** sharing information relevant to the below questions:

- How do your functional limitations impact you outside of class and delay your ability to complete work and/or attend class?
- If your functional limitations are more constant and/or predictable, how do they typically impact your attendance or ability to meet assignment due dates?
- If your functional limitations are more sporadic and intermittent, how often do you typically expect them to occur?
- When flare-ups or other problems do occur, what is the typical duration of their impact (hours, days, minutes, etc.)?
- Is there any additional information you'd like to share with your instructor?

Attendance Policy Modification and Assignment Due Date Extension – Contingency Plan

If the student has an approved accommodation of attendance policy modification and/or assignment due date extensions, the following questions may apply to the discussion between instructor and student. This is not an exhaustive list and the student and instructor should feel free to discuss any additional questions or concerns with one another.

- How many absences are allowed for this course per the syllabus?

- Based on the student's functional limitations and what the instructor deems reasonable to maintain sufficient progress in the course, how many additional absences are appropriate?
- Are there any specific dates planned for doctor's appointments which can be shared now?
- When the student identifies an unpredicted or unplanned need to miss class due to disability symptoms, how should the student communicate that need to the instructor?
- Keeping the objectives for a particular meeting in mind, if a course meeting is missed, are there possible options for missed material/objectives to be made up?
- Are there any course sessions which are unable to be made up or replicated, such as labs, in-class discussion or other experiential learning?
- Attendance policy modification does not automatically allow for extended deadlines for assignments or imply make-up dates for tests/quizzes/exams. If a deadline or exam is missed, is a make-up or flexibility reasonable?
- Are there options for instructor notes, peer notes or other materials to be made available for missed course sessions?

Please consider using the attached Proposal Form to facilitate these discussions. If both parties feel that a proposed accommodation is acceptable, please submit the form to Disability Resource Center staff for Starkville courses or Student Services (Skye Hamilton) for Meridian courses for review and approval.

Remember that these direct discussions between the instructor and student, while encouraged, are optional. Either party is always free to ask the Disability Resource Center for Starkville courses or Student Services (Skye Hamilton) for Meridian courses to oversee the interactive process, and all proposed accommodation plans must ultimately be approved by DRC or Student Services staff.

If either the student or instructor believes the discussions outlined above have not resulted in a satisfactory accommodation, or have left unanswered questions, contact:

- For Starkville courses, contact cdallager@saffairs.msstate.edu or call 662-325-7924 to reach Chris Dallager, Director of the Disability Resource Center.
- For Meridian courses, contact shamilton@meridian.msstate.edu or call 601-484-0234 to reach Skye Hamilton, Student Services Coordinator.

**Attendance Policy Modification and Assignment Due Date Extension
Accommodation Plan Proposal**
(to be completed by Instructor and Student)

Student: _____

Instructor: _____

Term/Course/Section: _____

The following questions are provided to help guide the conversation between instructor and student in determining how to implement an attendance policy modification and/or an assignment deadline extension accommodation. Once completed, please submit this form to the MSU Disability Resource Center staff at drc@saffairs.msstate.edu for the Starkville campus or to shamilton@meridian.msstate.edu at Student Services for the Meridian campus for review and approval. If you have additional questions or are unable to reach agreement on an attendance policy modification or assignment deadline extension accommodation, please inform the DRC staff for Starkville courses or Student Services staff for Meridian courses, who can provide additional information and/or facilitate additional discussion and make recommendations as needed.

1. **If in-class participation is essential to the course, please state the number of classes that can reasonably be missed or the number of absences permitted. Be as specific as possible.** (Do not necessarily restate the number of absences allowed for all students in the course.)

2. **How and when should 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.)

3. **What is the process for turning in assignments/projects due the day of a disability-related absence?**

4. **What is the procedure for making up a missed quiz, examination, or in-class graded assignment given on the day of a disability-related absence?**

By signing this plan proposal, the student and instructor agree to the course-specific parameters listed above, when approved by the Disability Resource Center (DRC) for Starkville courses or Student Services staff for Meridian courses. Once approved, this plan applies only to absences that are disability-related. If there is concern that the student is close to exceeding the parameters of this plan, both parties should inform the Disability Resource Center or Student Services staff. Please ensure each person also retains a copy for future reference.

Student Name: _____ **Signature:** _____ **Date:** _____

Instructor Name: _____ **Signature:** _____ **Date:** _____