

University of Rhode Island
Alternate Attendance Policy Agreement Form: Instructions and Guidelines

Alternate Attendance Agreements are recommended on an individual case-by-case basis, and it is important for student and professor to discuss the parameters and expectations of this agreement, so that student and professor can make informed decisions regarding alternative options.

The “Alternate Attendance Policy” accommodation should not compromise the integrity of the course when attendance is central to the curriculum. The following questions from the Office of Civil Rights (OCR) are helpful in determining whether this would be the case:

1. Is there classroom interaction between the instructor and students and among students?
2. Do student contributions in class 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 method is used to calculate the final grade?
7. What are the classroom practices and policies regarding attendance?

The Alternate Attendance Policy form is completed for clarity of expectations and guidelines between the student and instructor. The form is completed:

- At the beginning of the semester or as soon as the accommodation letter is presented, (accommodations are not retroactive),
- Before absences have become an issue,
- To detail the
 - alternate number of absences allowed,
 - the method/timing for notification of absences,
 - timing for making up exams, assignments, etc.
- To clarify that the student is responsible for the course content, lecture notes and information presented during missed classes, and
- To verify all disability-related absences throughout the semester, (but it will not include other absences unrelated to the disability).

If the number of absences exceeds those detailed in the Alternate Attendance Policy Agreement, Disability Services should be informed. We can be of assistance in guiding both the instructor and the student about whether a different arrangement is more appropriate such as a late drop, or a leave.

If the student requests a change to the Alternate Attendance agreement, they should be referred to their advisor in Disability Services to discuss this. Additional documentation or an update from the student’s treating physician may be needed by Disability Services to determine if a modification to the alternate attendance agreement is reasonable or advisable.

URI Alternate Attendance Policy: Agreement Form

Disability Services requires that students with a disability-related need for an Alternate Attendance Policy meet with their instructors at the beginning of the semester or as soon as the student presents the accommodation letter to the instructor to discuss the extent to which modification in attendance policies may be reasonable for a particular class. Following this meeting, the student and instructor should have a clear understanding of what accommodations can be made for disability-related absences. To facilitate this discussion this agreement form should be reviewed and completed to clearly set out expectations. Disability Services advisors are available to consult with instructors and students on issues concerning disability and attendance and can facilitate the completion of this Agreement.

Student Name: _____ ID _____

Course: _____ Semester _____

Instructor Name: _____

Maximum number of absences allowed for this student: ____
(Be as specific as possible. Avoid vague phrases such as “flexible”, “to be determined”, or “open”).

How and when will the student notify the instructor of a disability-related absence (email, phone, etc.)? Will the notification occur before or after the missed class?

Procedure for turning in homework/assignments/projects due the day of a disability-related absence. Include the maximum number of additional days and how they are to be submitted.

Procedure for making up a quiz or in-class graded assignment? Missed exams are coordinated with the professor according to make-up policy. Please be specific about the procedure.

This agreement is valid only when an “Alternate Attendance Policy accommodation” is indicated in the current course accommodation letter, and only when both the student and instructor have completed this form during their accommodation meeting. Copies of the completed, signed Alternate Attendance Agreement should be retained by the professor, the student, and Disability Services.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____