

University of Rhode Island

Alternate Attendance Policy Agreement Form: Instructions and Guidelines

Alternate Attendance Agreements are recommended on a case-by-case basis, and 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 attendance 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.
- Before absences have become an issue,
- To detail the alternate number of absences allowed, the method/timing for notification of absences, and the 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, Access, and Inclusion (DAI) should be informed. We can be of assistance in guiding both the instructor and the student through the process of determining whether a different arrangement, such as a late drop, or a leave is more appropriate.

If the student requests a change to the Alternate Attendance agreement, they should be referred to their DAI case manager for further discussion. Additional documentation or an update from the student's treating provider may be necessary to determine if a modification to the existing agreement is reasonable or advisable.

URI Alternate Attendance Policy Agreement Form

DAI requires that students with a documented, disability-related need for an Alternate Attendance Policy meet with their instructor at the beginning of the semester or as soon as their accommodation letter is disclosed, to discuss the extent to which modification of attendance policies may be reasonable for a particular class. The student and instructor must clearly and collaboratively determine a plan around for disability-related absences through the completion of the form below. DAI case managers are available to consult on this process if needed.

Student Name: _____ ID#: _____ Date: _____

Course: _____ Semester: _____ Instructor Name: _____

Maximum number of absences allowed for this student: _____

(Please be specific, and avoid 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, the letter is disclosed to the professor, and both the student and instructor have completed this form. Copies of the completed, signed Alternate Attendance Agreement should be retained by the professor, student, and DAI case manager.

Student Signature: _____ Date: _____

Professor Signature: _____ Date: _____