

Access Center Metropolitan State University of Denver

Flexibility with Attendance Accommodation Procedures

Since each class and situation is different, the extent of modifications to course attendance policies will be determined on an individual, case-by-case basis including consultation between the professor and the Access Center. The accommodation of flexibility with attendance is meant to provide periodic flexibility, if possible, when this flexibility does not compromise the fundamental requirements of the course.

Class attendance policies are not determined by the Access Center. Attendance is often an integral component of the pedagogic process and is consequently determined by faculty members. In many cases, attendance is fundamental to the course requirements. A percentage of a student's final grade may be determined by the following: a student's ability to a.) interact with others in the class, b.) demonstrate the ability to think and argue critically, c.) critique a class member's work, or d.) participate in group projects. In any of these cases a faculty member may determine that they cannot provide the degree of flexibility sought by the student.

Students who seek to utilize their approved accommodation of flexibility with attendance must follow these procedures:

- Review course syllabus (attendance/late assignments/exam make-up policies) with your professors.
- If you think you will struggle to meet the attendance requirements due to your disability, submit a "Attendance Flexibility" request form located on the Access Center website, www.msudenver.edu/access.
- If an exacerbation of your condition occurs during the semester, you should contact your Accessibility Coordinator to discuss options relative to your individual situation. If the exacerbation occurs towards the end of the semester the option of receiving an "I" (Incomplete) grade maybe available. Incomplete work must be completed within one calendar year or the "I" notation will convert to an "F". Please refer to the current University's Student Policy Handbook for additional details on the "Incomplete" process.

Students need to be aware of the following attendance factors that could adversely impact their academic achievement.

- Faculty are not required to do make-up labs or classes for a student with a disability who misses lab or class unless make-ups are permitted for other students as well.
- Faculty are not obligated to re-teach material missed due to not attending class.
- It is the student's responsibility to obtain the material and notes from missed class.
- Regardless of the modification of the attendance policy, the student is required to meet all of the academic course requirements and to complete all assignments and examinations.
- Absences could impact the student's academic performance because the student will not have the benefit of such things as full classroom interaction and the opportunity to ask questions while the material is being presented.