SLDS Attendance/Deadline Modification Examples

This page serves as a resource for instructors in brainstorming potential attendance/deadline modifications. While every course is unique, and should be handled on a case-by-case basis, many instructors appreciate seeing examples of what has worked in the past. **Below is a list of actual examples that instructors have used in their agreements with students in past semesters.** Feel free to use this language in your agreement, if it fits well with the nature and design of your course.

The role of attendance, due dates and participation varies from course to course, so it is important for you and the student to discuss and agree on these modifications. **Disability Services also invites you to consult with the student’s assigned Access Specialist while developing these agreements.**

# Section A: Excused Absences / Make-Up Participation Points

## 1. Adjusted Maximum # of Excused Absences:

Depending on the course design and how attendance is factored into the student’s grade, the number of excused absences can be more or less flexible. Refer to the guidance on the Attendance/Deadline Letter to determine where your course falls on this continuum.

If you would like more guidance on determining a reasonable number of excused absences, please contact the student’s assigned Access Specialist.

## 2. Additional Details or Exceptions to Allotment:

Some courses may have associated one-time events (e.g. concerts) or have detailed requirements (e.g. internships) that may necessitate more nuance than a simple number when dealing with excused absences. Consider these examples:

* Within the four week period leading up to a concert, student can miss up to two classes.
* Student can miss one additional studio practice during the semester. Any additional absences will result in student not participating in course recital.
* Internship period will be extended two additional weeks to allow for reduced number of internship hours per week.

## 3. Plan for Make-Up Participation Points:

* Student will take an active role in class discussions (when they are able to be in class) to gain participation points.
* Student can submit notes taken from PowerPoint slides on Carmen to receive participation points for days missed.
* When absent, student will email Instructor with questions/comments on course material to gain participation points.
* Student can meet with Instructor during office hours to make up participation points.

# Section B: Make-up Quizzes/Exams

## *Example #1:* Rigidly-Paced Course Structure; Student does NOT Use Exam Accommodations

* Make-up quizzes/exams within 2 business days;
* with the TA

## *Example #2:* Moderately-Paced Course Structure; Student Uses Exam Accommodations

* Make-up quizzes/exams within 5 business days;
* at Disability Services

## *Example #3:* Flexibly-Paced Course Structure; No Exams, Quizzes on Carmen

* Make-up quizzes/exams by end of semester;
* with "Carmen" (write in the "instructor/TA" blank)

# Section C: Deadline Extensions

## Assignments:

* Student has until the next class period to submit late assignments.
* Student has until the end of the semester to turn in late assignments.
* Final paper can be submitted up until the last day of finals.

## Presentations:

* Class presentations occur over multiple days. If flare-up occurs on student's presentation day, student will be allowed to present the following class period.
* Student can schedule a make up presentation 1-on-1 with instructor during office hours.

## Group Work:

* Requirements for Carmen group discussions need to be completed within the one week time frame allotted, as learning can only take place during the times when the conversations are active.
* Group projects can be modified to be an individual project, if needed.
* Student is responsible for coordinating with group members to schedule time to make up group work missed due to flare up.

## Labs:

Labs are experiential-based learning experiences that require more coordination to makeup than an essay or presentation. Consider these different options when providing flexibility with lab work:

* There are multiple labs throughout the week, so student can attend a different lab during the same week which covers the same material to earn points.
* Missed labs need to be made up within two weeks. We have agreed to Fridays between 2:00 pm and 5:00 pm. Student will contact Instructor to schedule makeup.
* This course has two designated class periods in which student can make up work. If necessary, student can request one additional lab time for makeup work.