

Attendance/Deadline Modification Examples

This page serves as a resource for instructors in brainstorming potential accommodations for attendance adjustment/deadline extension. 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 the accommodation/adjustment. Accessibility Resource Center **also invites you to consult with the student's assigned Accommodations 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. Accessibility Resource Center recommends the allowance of 50-100% additional absences to what is stated in your syllabus (syllabus states 3 absences, recommendation would be six absences).

If you would like more guidance on determining a reasonable number of excused absences, please contact the student's assigned Accommodations 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 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 the DAS Testing Center

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

- Make-up quizzes/exams by end of semester;
- On AIM

Section C: Deadline Extensions

Assignments:

- Student has until the next class period to submit 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 presentation 1-on-1 with instructor during office hours.

Group Work:

- Sometimes 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 involve experiential-based learning and 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.

Examples of when the requested deadline extension would not be reasonable

- Student requests a five-day extension for assignment #1 that was due on January 21. Assignment #2 is due on January 25, and assignment #2 builds on material that must be mastered in assignment #1. In this case, a 5-day extension would not be reasonable, but a shorter extension such as 24 hours would be reasonable.
- Student requests a two-week extension on exam #1 that was due on February 11. There are 3 exams, and each one builds on material covered in the previous exam. A 2-week extension would not be reasonable, unless there were extenuated circumstances of a more extreme nature, such as the student being hospitalized for several days. An extension of 3-4 days would be reasonable, possibly up to 1 week, but no longer than that.
- Student requests an extension on a weekly assignment due on January 21, but the professor's practice is to post the solutions the day after each assignment is due. The professor explains that posting the solutions in this manner is essential for effective student learning in their class. The student in this case can be given no extension.
- Student is part of a group, and the group project is due on January 21. The student cannot be given an extension, because doing so would affect the whole group and delay the group receiving feedback and moving on to the next project. The student must contribute to the greatest degree possible within the timelines established for the whole group.