

The Personalized Learning Center's Flexible Attendance Accommodation Policy

Overview

The Personalized Learning Center (PLC) Flexible Attendance Accommodation Policy establishes an agreement between instructors and students regarding absences due to qualifying conditions under the Americans with Disabilities Act (ADA). This is a collaborative process involving both students and faculty.

Through this agreement, instructors help define what constitutes "reasonable accessibility measures (accommodations)" in the classroom, providing students with clear guidelines for managing absences. Each course instructor will identify, define, and assess the essential requirements of their course.

Process

- Two weeks before the semester begins, the PLC contacts students with Flexible Attendance Accommodations to confirm if their upcoming semester schedule is finalized and to explain the steps of the Agreement Process.
 - If the schedule is finalized, the PLC will reach out to instructors.
 - If the student does not respond to the PLC's communication, the PLC will contact instructors during the first week of class.
- For courses with students who have Flexible Attendance Accommodations, Instructors will receive an email with information about the process and the Instructor Agreement Form.
 - Instructors are asked to complete this form promptly.
 - The details provided in this form will form the basis of the finalized student agreement.
- After all Instructor Agreement Forms are submitted, the PLC schedules a meeting with the student to review and finalize the Flexible Attendance Accommodation agreement for each course.
 - During this meeting, PLC staff and the student will review each agreement, after which both will sign a finalized accommodation agreement for each course.
 - If the student raises access concerns related to an instructor's completed form, the PLC will contact the instructor directly to discuss the matter.

Please Note: If a student receives a Flexible Attendance Accommodation mid-semester, the PLC will initiate a modified version of the process above, contacting instructors immediately after meeting with the student to complete the process as promptly as possible.