

Flexible Attendance Accommodation: Acknowledgement Form

Definition

This accommodation is provided to a student who has a chronic disabling physical or mental condition that can be unpredictable. The student can manage their condition, however; there are periods of flare ups that can impact class attendance. This can include both class time and test dates.

Goal

To ensure the student is not penalized when there is an exacerbation of their disability, providing it is not a fundamental alteration of the essential requirements of the course.

Core Expectations

Providing the accommodation of flexible attendance for unexpected flare ups related to disability symptoms should not fundamentally alter requirements for course engagement. Supporting students with disabilities is essential and required, however; should not span beyond a 25% absence rate in the course. OAS will determine exceptions to be made should there be a need to go slightly beyond the 25% rate. As a **general** guideline:

If a class meets 1X a week up to 3 classes can be permitted to be missed.

If a class meets 2X a week up to 7 classes can be permitted to be missed.

If a class meets 3X a week up to 11 classes can be permitted to be missed.

While John Jay College does not have a college-wide attendance policy, individual faculty members may establish their own attendance requirements. In such cases, an interactive process involving the professor and the Office of Accessibility Services (OAS) may be necessary to determine the appropriate level of flexibility within the course.

If a professor believes that a requested accommodation would fundamentally alter essential course requirements, or if the student requires a greater degree of flexibility than initially anticipated, the Office of Accessibility Services (OAS) should be contacted to further assess the situation and explore alternative options.

Clarifying Points

- In-class exams and in-class work all classify as attendance. Students are expected make up missed work as soon as possible. Exams should most often be taken within 48 hours

or less unless there is an extenuating circumstance.

- Students are required to do a semester request every semester to activate their accommodations. This should occur as soon as possible after registration. Once this is activated, their professors are notified electronically by OAS of the student's accommodations.
- Accommodations are not applied retroactively.
- Due to the nature of some disabilities, the student may not be able to give the professor prior notice of missing a class/deadline but should communicate with their professor and OAS as soon as possible.

Possible Limitations on Flexible Attendance

The Flexible Attendance accommodation may be limited where attendance is an essential requirement for the course. This can include the following:

- Classes in which learning is dependent on in class discussion
- Classes with in-person requirements (group work, lab work, clinical work)
- Classes that are experiential in nature (such as a mindfulness-based class or physical education course)
- Classes with an out-of-classroom experience

As always, we follow a consistent process for students registering with the Office of Accessibility Services (OAS). While our procedures remain standardized, we recognize that each student's needs are unique. A disability specialist meets individually with each student to assess their circumstances and determine appropriate accommodations.

We also collaborate with faculty as needed to answer questions and provide guidance on the implementation of accommodations, ensuring students receive the support necessary for their academic success.

Student Responsibilities

- Students must activate their semester requests each time they register for new classes as soon as possible. This prompts OAS to notify your professors that you are registered with our office and receive accommodations.
- Reach out to the OAS office immediately if there is an issue with implementing your accommodation or adjustments/changes are needed.
- Notify the professor via email and copy your disability specialist when the accommodation of flexible attendance is needed and determine a plan to make up the missed work with

your instructor as soon as possible.

- Understand that the flexible attendance accommodation is not designed to miss a substantial amount of class and/or assignments nor lengthy delays for missed exams.
- Maintain responsibility for completing all course related requirements and those for their program of study.
- Understand that this accommodation is intended to support access to course curriculum and does not excuse the student from meeting course requirements. • Understand that this accommodation is only for disability-related issues; it is not intended for other extenuating circumstances related to work, family or personal issues or illnesses such as the common cold.
- If there is a higher level of flexibility needed or there are other concerns regarding this accommodation please reach out to the OAS office via email: accessibilityservices@jjay.cuny.edu or call 212-237-8031 to make an appointment with a disability specialist to discuss further.

Faculty Responsibilities

- Understand that students approved for this accommodation have met with an OAS disability specialist and provided adequate documentation necessitating the need for this accommodation.
- Understand this accommodation is not designed to support a substantial number of missed classes or lengthy delays in taking an exam unless there is an extenuating circumstance. Typically, exams are expected to be made up within 48 hours of the test date.
- Implement the accommodation when the student communicates their need and communicate directly with the student regarding any logistical components.
- Email both the student and OAS if specific class meetings are essential for the course and cannot be made up. In these instances, an interactive process with OAS is needed to explore possible options.
- Note that accommodations are not retroactive and only apply from the receipt date of the accommodation letter. Anything prior arranged with the student is at the discretion of the instructor.
- Contact the OAS office if any concerns arise regarding the accommodation, implementation, or students. Please note that accommodations provided should come through the OAS office.
- Should the syllabus state a more flexible policy than as stated in this accommodations

instructors will defer to the more flexible option.

- In general, when communicating with students, John Jay email is best. This is important for documentation purposes and follows CUNY policy.

Office of Accessibility Responsibilities

- Once a student activates their semester request, OAS will send an accommodation letter to their professors via email.
- An interactive process with students and/or faculty will be provided as needed under the following circumstances:
 - Student requests OAS involvement
 - Instructor has concerns about compromising essential elements of instruction or if the instructor feels the accommodation fundamentally alters course requirements
 - Student requires a higher level of flexibility
 - Should there be a disagreement or concern at any time during the semester
- Taking in the student needs and instructor concerns, the OAS office will determine what is reasonable throughout the interactive process.

I confirm that I have read and understood the Flexible Accommodation Acknowledgement Form and agree to comply with my responsibilities as outlined.

Student Name/EMPL ID

Date

Instructor/ Course

Date

OAS Disability Specialist

Date