**Flexible Attendance and Deadlines Accommodation Guidelines**

***New!* Spring 2025: Flex Plan or agreement forms are initiated by instructor by course.** *Keep reading for more info.*

**What are Flexible Attendance and Deadlines (FAD) and who is eligible?**

Flexible Attendance and Deadlines is an approved accommodation through Disability Access Center (DAC), for students who are determined to have a disability episodic in nature, which may impact their ability to regularly attend and participate in class, turn in assignments and complete exams at the scheduled times. An agreement is initiated by instructor as a detailed plan between the student and Instructor to set parameters for reasonable disability related absences and deadlines for that particular course.

**What is the process?**

The student provides DAC with disability documentation, staff assess eligibility if the disability is episodic in nature, and the student meets with staff for an intake to create an accommodation plan. Once the student has approved accommodations, the student needs to requests their accommodations per class each term they would like to use them. Staring in Spring 2025, if a student requests Flexible Attendance and Deadlines, an accommodation letter is emailed to the Instructor with a request for **instructor to initiate a Flex Plan agreement** in our Instructor Portal. You can find info on logging into Instructor Portal on our website at:[***https://www.clark.edu/dac/faculty-resource.php***](https://www.clark.edu/dac/faculty-resource.php)***.*** We have switched to instructor initiated so the accommodation is provided by class allowance and not by individual student/faculty conversations. Once instructor sets the Flex Plan for one student in their course that term, DAC can copy it over if you have a second student that term, similar to our Testing Contract.

**Instructor Expectations in Attendance/Deadlines:**

Faculty and Departments set policies for parameters on deadlines and attendance. These are determined based on the significant educational experience and components of the learning process within each course. In relation to flexible accommodations, as the Instructor, it is required to provide more flexibility than your standard class guidelines, while still allowing for substantial learning outcomes. For instance, if you allow 4 absences in the quarter for all students, you must provide a reasonable amount of additional absences to students with this accommodation. The same idea goes for assignment and exam deadlines. DAC can help you determine allowances for attendance or deadlines.

*Points for assignments/participation:* In order to provide reasonable accommodation, points for approved disability related absences and deadlines should not be taken away from the students’ grade.

The Instructor should initiate a discussion with the student to share the Flex Plan, which outlines allowances and plan for turning in work for the allowed extensions. To help facilitate the discussion and set parameters between the faculty and student, the Instructor should initiate the Flex Plan within 5-7 business days from when the accommodation letter was sent (often at the beginning of the term). Please refer to DAC for assistance or questions that arise when attempting to complete the Flex Plan agreement for your course or for help with the student conversation.

**Questions to consider when determining accommodations for Absences/Deadlines:**

1. What are the classroom practices and policies regarding attendance? Is the attendance policy consistently applied? What is stated in the syllabus?
2. Is classroom attendance and/or online discussion posting factored in as part of the final course grade?
3. Is there classroom or online interaction between the Instructor and students and/or among students?
4. Do student contributions constitute a significant component of the learning process?
5. Does the course rely on student participation as a method of learning?
6. What is the impact on the educational experience if a student is absent?
7. Is there content that is only offered in class, and/or during a limited online time frame? (i.e. live online lecture or video/event stream)
8. Can content be provided in another format for students approved for disability related accommodations?
9. What alternative solutions can be provided to this student if the educational experience may be altered due to disability related absence or missed deadline?

**Complete the Flexible Plan Agreement form online via our Instructor Portal:**

<http://www.clark.edu/campus-life/student-support/disability_support/faculty-resource.php>

The student and DAC advisor will be able to view the form after instructor completes it.

**Student expectations in Attendance/Deadlines**:

When students are absent due to their disability, they are responsible for the course content; lecture notes, and information presented that day. Communication with DAC and/or the provision of additional documentation is not needed to verify each of the students’ absence(s) or missed deadline(s).

Absences and missed deadlines that are not related to the effects of a disability are not included in this accommodation (i.e. absences due to common illness, are trouble, childcare issues, etc.) and should be addressed according to the syllabus. A student can only use this accommodation for approved disability related reasons. Please refer to DAC for assistance and any questions that may arise regarding this accommodation.

The student must communicate with the Instructor on any absences and deadlines missed due to disability related episode. The student is not required to disclose any details of the absence to the Instructor, other than it was disability related.

It is important to note, the student is responsible for completing all coursework and exams, and this accommodation is not intended to be used for every class or assignment or exam. Please refer to DAC if there are any concerns on reasonably completing coursework or attending class due to disability related reasons.

**Disability Access Center (DAC) Contact:**

Location: PUB 002  
Phone: 360-992-2314   
Fax: 360-992-2879  
Email: [DAC@clark.edu](mailto:dss@clark.edu)   
Website: [www.clark.edu/DAC](http://www.clark.edu/dss)