**Flexible Attendance and/or Deadlines Accommodations Procedure**

Disability Access Center (DAC) will approve Flexible Attendance and/or Flexible Deadlines accommodations and coordinate guidance to faculty for students with disabilities who have been approved for this accommodation through DAC. There are a few types of Flexible Attendance and Deadlines accommodations: Flexible Deadlines some 48hours, Flexible Attendance, Flexible Deadlines and Attendance, and Pregnancy Flexible Deadlines and Attendance.

Students with these types of accommodations are approved due to a disability that is episodic in nature. DAC asks for documentation in order to make a determination and not every student is eligible for this accommodation.

The following procedure identifies the process: DAC requests of instructors, student responsibilities and DAC responsibilities.

**DAC Requests Instructors to:**

* Provide some flexibility after receiving an emailed Accommodation Letter. It is required that you provide more flexibility than your standard class allowance. Faculty should apply reasonable extensions on deadlines after engaging in a thorough process to determine the role deadlines play in a given course.
* Each instructor for each course needs to initiate a "Flex Plan" by [**logging into our Faculty Portal**](https://teton.accessiblelearning.com/Clark/Default.aspx) with your Clark email credentials. Instructors enter their allowances but without fundamentally altering their course. Please complete your course Flex Plan within 5-7 business days after receiving the accommodation email.
* DAC acknowledges group and peer work can be more limited if they are essential to the course learning; instructors can identify limitations in the Flex Plan.
* For 48hour Deadlines: if instructors want to allow the students with the accommodations more time beyond 48hours, they can.
* If a need arises where the Instructor needs assistance in determining reasonable accommodations, they should contact DAC. DAC also has this resource: [**Guidelines for Flexible Attendance and Deadlines**](https://www.clark.edu/campus-life/student-support/disability_support/fad-guidelineswithlinks.docx).
* We recommend a live discussion with the student and Instructor to review the Flex Plan and the number of deadline allowances and timeframe for the extensions.

**Questions for Instructor’s to consider when determining a reasonable number of disability related deadlines:**
1. What are the online discussion and post requirements, and are they factored into the final grade?
2. Does the course rely on student participation as a method of learning?
3. Is there content that is only offered during a limited online time frame? (i.e. live online lecture or video/event stream)
4. Are there essential group work components where allowing a flexible deadline alters the learning? Due to this, sometimes group work will have less flexibility. (Specify to the student and in the Agreement form if this relates to your class).

**Student Responsibilities & Reminders:**

1. You must request your quarterly accommodations in a timely manner through the online system [**MyAccess.**](https://teton.accessiblelearning.com/Clark/)
2. Review the Flex Plan from each course instructor, this outlines the deadline and/or absences allowances. Review this after the term starts, or usually one week or so after the accommodation letter is emailed. This can be viewed in MyAccess and you should receive an email when each Flex Plan is completed.
3. Know there will be limits to how much flexibility an instructor can provide without fundamentally altering the course learning.
4. Group and peer work is usually not allowed to be very flexible.
5. You must notify instructors ahead of the original deadline that you want to use an allowed deadline extension.
6. Contact instructor or DAC with any questions about the Flex Plan offered by the instructor. If the student needs assistance or has concerns with the Flex Plan, please contact DAC.

**DAC Responsibilities:**

1. DAC will approve and forward requested accommodation letters to you and your instructors outlining these accommodations. DAC will email faculty a copy of your accommodation letter containing the information after you log into MyAccess to request each term.
2. DAC will send at least three email reminders to instructors regarding need to initiate a Flex Plan if DAC has not received the Flex Plan.
3. DAC will host quarterly workshops to faculty on Flexible Deadlines and Attendance.
4. DAC will be available for guidance, consultation, and support to instructors and students regarding the Flex Plan agreements.