Faculty/Student Absence Leniency Agreement

This form is intended to facilitate and provide record of an absence leniency agreement between students and faculty.

**Student Information**
- **Name**
- **Phone**
- **Email**

**Course Information**
- **Class**
- **Instructor**
- **Instructor Email**
- **Instructor Phone**

**Absence Leniency Information**
Flexibility with regard to faculty/department attendance policy may be necessary to fully include this student in your course. Courses where the majority of learning comes from in-class group work, discussion, and hands-on practical experiences may be less flexible than courses where the majority of learning comes from reading the textbook, completing homework assignments, and taking class notes. Students should schedule individual meetings with faculty to discuss this accommodation early in the semester. Below are some points to clarify.

**Plan for Absences**

**Degree of Leniency.** While absence leniency is approved on a case-by-case basis by DRC and depends on each student’s individual circumstances, the degree of leniency is decided by faculty members on a course-by-course basis. The nature of the course determines the extent of flexibility with absences. Because professors are the content experts, they are best situated to assess their courses to determine the extent to which leniency can be granted. To assist faculty with this course analysis, the Disability Resource Center created the attached Absence Leniency Guide. It is highly recommended that professors keep a written copy of any course analysis.

**Reporting Absences.** The student should report absences in the following manner (indicate all that apply):
- Through OARS. For information about OARS, go to www.wiu.edu/OARS.
- By phone at ________.

Please report all scheduled absences prior to the date on which the absence will occur and no later than the day you miss class for unscheduled absences.

**Missed Exams.** If the student is absent on an exam day (indicate all that apply):
- The student will contact the instructor to make appropriate arrangements to make up exams.
- The instructor will contact DRC to make appropriate arrangements for administering the makeup exam.
- The instructor will make arrangements within the department to proctor the exam at an alternative time.
- The student should contact DRC to make appropriate arrangements for a makeup exam.

**Submitting Homework.** If homework is due the day of the absence, the student should (indicate all appropriate methods):
- Submit the homework no later than the next class period
- Email homework as an attachment
- Deliver the homework to the instructor’s departmental mailbox as soon as possible.
- Other (Please describe.)

**Missed Information/Handouts.** When class is missed the student should:
- Get a copy of notes/handouts from a classmate
- Get notes/handouts from instructor during office hours or by appointment

**Documentation for Absences.** The student should not be asked to provide documentation for absences unless the absence was related to a hospitalization, surgery, or a medical appointment.

**Instructor Signature**
**Date**

**Student Signature**
**Date**

White Copy – Faculty       Yellow Copy – DSS Office       Pink Copy – Student