

Plan For Absence Forms

This form is intended to facilitate a plan for student absences.

Student Information

Name _____

Phone _____

Email _____

Course Information

Class _____

Instructor _____

Instructor Email _____

Instructor Phone _____

Absence Leniency Information

Flexibility of the professor/department attendance policy may be necessary to fully include this student in your course. Courses in which most learning comes from in-class group work, discussion, and hands-on practical experiences may be less flexible than courses in which most learning comes from reading the text-book, completing homework assignments, and taking class notes. Students should schedule individual meetings with professors 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, the degree of leniency is decided by professors 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. Professors will find additional information and a guided course analysis in the Absence Leniency Guide at http://www.wiu.edu/student_services/disability_resource_center/pdf/FacultyAndInstructors/Absence%20Leniency%20Guide.pdf. 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 arrangements for 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 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 _____