



ACCESSIBILITY AND DISABILITY RESOURCE CENTER *The UNIVERSITY of OKLAHOMA*

Flexibility in Attendance Guideline

Federal law mandates that institutions provide reasonable accommodations to students with disabilities, which can include flexibility in attendance when deemed appropriate. This flexibility is considered reasonable unless it would fundamentally alter the learning outcomes or essential design of a course or program.

Flexibility in Attendance (Student allowed to miss - without penalization - no more than 3 additional absences beyond the course attendance policy).

Student Responsibilities

- Students are responsible for notifying their professor of an absence prior to class or as soon as reasonably possible, given the nature of their disability and symptoms.
- Students must obtain all missed work and materials within 24 hours of an absence.
- If an exam is missed due to a disability-related absence, the student will work directly with the professor to arrange a makeup exam.
- This accommodation does not apply to absences unrelated to the student's disability (e.g., car troubles, common illness, funerals).
- If a student's absences exceed the approved accommodation (more than three absences), they should explore other options such as withdrawal, medical leave of absence, or an incomplete. The ADRC does not approve or process these options.

Professor Responsibilities

- Professors are not permitted to request medical documentation from students for absences related to this accommodation. Sufficient medical documentation has already been submitted to and reviewed by the ADRC.
- Professors are expected to provide flexibility in attendance as an approved and reasonable accommodation, unless doing so would fundamentally alter the core learning objectives or design of the course.
- If you believe that this accommodation would fundamentally alter your course, please contact the ADRC to discuss it further.
- **Important Note:** The guidelines for this accommodation are based on a standard 16-week course. If your course structure differs, please [contact the ADRC](#) to discuss how this accommodation applies.

If you have any questions or concerns regarding this accommodation or the frequency of absences, please [contact the ADRC](#).