



ABSENCE LENIENCY AGREEMENT WORKSHEET

What is an Absence Leniency Agreement?

This agreement is provided to identify the parameters used to implement reasonable accommodations related to class attendance and assignment extensions. While students are generally expected to be in class in accordance with the course syllabus, there are instances when a student's disability/condition may occasionally interfere with course attendance or progress on assignments.

Limitations of this accommodation include the following:

- Unlimited and excessive absences are not reasonable
- Use of this accommodation for other reasons, including health matters not on record at Accessibility Resources, seasonal colds and flu, or other non-health related reasons is not acceptable
- This accommodation may not alter the essential components of the course
- This accommodation may not be permissible where class attendance or participation is an essential component of the course

Some studies suggest that missing more than 20% of class time greatly decreases a student's chances of achieving a passing grade.

Rationale

In efforts to support you all as faculty, I hope this guidance is helpful for you. If you feel that the number of classes missed based on the identified chart or excessive or a fundamental alteration of your course, I highly encourage you to reach out to me and discuss this further. Please reach out to me within one week of receiving this notification.

In your meeting with the student, discuss the following:

How long is the extension for assignments due to a disability related absence?

How would you like the student to communicate if they will miss class for disability related reasons? Email, phone, etc.?

ABSENCES DETERMINATION CHART

Class Durations/Number of Absences	1x15=15 classes/semester	2x15=30 classes/semester	3x15=45 classes/semester	4x15=60 classes/semester	5x15=75 classes/semester
1	6%	3%	2%	2%	1%
2	13%	7%	4%	3%	3%
3	20%	10%	7%	5%	4%
4	27%	13%	9%	7%	5%
5	33%	17%	11%	8%	7%
6	40%	20%	13%	10%	8%
7	47%	23%	16%	12%	9%
8	53%	27%	18%	13%	11%
9	60%	30%	20%	15%	12%
10	67%	33%	22%	17%	13%
11	73%	37%	24%	18%	15%
12	80%	40%	27%	20%	16%
13	87%	43%	29%	22%	17%
14	93%	47%	31%	23%	19%
15	100%	50%	33%	25%	20%

If you would like Accessibility Resources to be involved in the determination of the Absence Leniency agreement, contact Chuck Eade and a meeting will be arranged.

Accessibility Resources
 Chuck Eade, Director
 Hendrix Building
Charles.Eade@mnstate.edu
[Accessibility Resources](#)