



Remote/On-Line Attendance Request Policy

Waynesburg University offers in-person instruction as its primary mode of course delivery, and most of the University's academic programs have essential in-person components. Waynesburg University expects students to attend all regularly scheduled class meetings. The authority to excuse absences rests with the faculty teaching the class, subject to the requirement to provide reasonable accommodations or other sources of departmental or institutional guidance.

Waynesburg University may grant reasonable accommodations for interim or temporary remote or on-line attendance for instruction on a case-by-case basis when the student has a disability or faces attendance challenges as a result of a short-term impairment. Any requests for remote or on-line attendance on an interim or temporary basis must be made and established in advance of the class through the Disability Services Office (DSO). Requests cannot be applied retroactively. *Please note that this policy generally does not address cases of acute short-term illness (e.g., cold, flu, etc.).*

- I. **Timing of requests.** Requests for interim or temporary remote or on-line attendance for instruction should be made far enough in advance to allow the DSO adequate time to review documentation, determine eligibility, and engage in an interactive process with the student and faculty teaching the course or courses in question. Generally, a request should be made at least thirty (30) days before the start of a semester, or as soon as a disability or attendance challenge becomes known. Students should note that accommodations not mutually agreed upon or approved by the DSO are not active while this process is pending.
- II. **For short-term requests for interim or temporary remote or on-line attendance for periods of one week or less,** students should complete the University's [Accommodation/Temporary Adjustment Request Form](#) and submit any supporting documentation that outlines the disability or temporary impairment and the need for interim or temporary remote instruction. The DSO will inform faculty if the student qualifies for interim or temporary remote or on-line attendance for instruction. Faculty have discretion to use varied methods to provide remote or on-line access, including but not limited to,
 - Providing the student with a Microsoft Teams or BigBlueButton link to allow a student to attend class meetings synchronously, or letting a student "call in" to a course lecture via phone,
 - Sharing an audio or video recording of the class meeting,
 - Sharing notes from the class meeting,
 - Guiding students to complete asynchronous course assignments in Canvas,
 - Assigning comparable make-up work,
 - Altering timelines for coursework and tests,
 - Allowing students to attend class meetings of other course sections, and/or

- Meeting with the student individually remotely or when the student resumes in-person learning to discuss course lectures, assignments, and other materials.

III. **Requests for interim or temporary remote or on-line attendance for periods longer than one week** require additional steps to assess feasibility and additional documentation to support the request. These additional steps and documentation may include the following:

1. Students are encouraged to submit requests for longer-term remote or on-line attendance to the DSO a minimum of thirty (30) days prior to the start of the semester in which remote attendance is requested, absent extenuating circumstances. Requests may be submitted at any time, but for those submitted less than thirty (30) days prior to the start of a semester, approval and coordination before the semester begins is not guaranteed, and options may be limited;
2. Students who are aware of potential need for remote or on-line attendance for more than one week before the start of the semester in which the remote or on-line participation is requested are encouraged to consult with their academic advisor and/or the Director of Records and Registration to determine if the University offers online courses that might fulfill academic requirements.
3. Students should complete the [Remote Attendance Accommodation Request Form](#) to support the request;
4. Students should have the [Remote Attendance Request for Information Form](#) completed by an appropriately qualified treating professional with whom they have an established relationship. This form may be uploaded to the [Remote Attendance Accommodation Request Form](#) or sent to the DSO via email, fax, or regular mail at:

Disability Services Office, Pathways Center
Waynesburg University, 51 College Street
Waynesburg, PA 15370
dso@waynesburg.edu
412-218-3705 (fax)

5. In most cases, the DSO will schedule a meeting with the student to discuss the request for interim or temporary remote or on-line attendance for periods in excess of one week.
6. The DSO may require further information from a student's qualified treating professional to evaluate an accommodation request for interim or temporary remote or on-line attendance for periods in excess of one week. When this is the case, the student will be notified and requested to furnish additional documentation or to complete a release of information form to authorize the DSO to request additional information from the student's qualified treating professional directly.
7. As part of the determination of whether a student qualifies for interim or temporary remote or on-line attendance for more than one week as an accommodation, the DSO will consult with faculty to determine whether it is feasible to deliver the student's courses remotely or on-line for the period requested without (i) altering the essential

requirements of a course or (ii) making a fundamental alteration of the course. The determination that an accommodation changes essential course requirements/or constitutes a fundamental alteration is an institutional decision that must meet legal and educational standards. Such determinations require collaboration between faculty, academic departments, and the Disability Services Office, and may occasionally involve other campus partners. Faculty members may not unilaterally determine that a request for remote attendance is unreasonable.

8. If remote or on-line attendance is possible without (i) altering the essential requirements of a course or (ii) making a fundamental alteration of the course, faculty are granted discretion in establishing a remote or on-line accommodation plan for the course.
9. If an accommodation for interim or temporary remote or on-line attendance is granted, the DSO will document basic expectations for interim or temporary remote or on-line attendance to the student based on consultation with faculty. The student will be responsible for adhering to these and all appropriate general course expectations whether the course is temporarily provided synchronously or asynchronously. If ambiguities or questions about remote or on-line delivery arise, the student should seek clarification from the faculty member and/or DSO.
10. It is the student's responsibility to notify the DSO if the request for interim or temporary remote or on-line attendance is extended by agreement between the student and faculty member beyond the time limit initially expected or documented as soon as the need is known. Generally, additional documentation will be required to support requests for extension of interim or temporary remote or on-line attendance. In some cases, classes that could be delivered remotely or on-line for shorter periods may not be able to be offered for extended periods of time due to essential course objectives.

IV. Grievance/Appeal Procedure

If a student disagrees with a decision related to a remote attendance request, he/she should follow the [Disability Services Appeal and Grievance Policy](#).

V. Additional Information

- Students requesting an accommodation for interim or temporary remote or on-line attendance for instruction should note that this Remote/On-Line Attendance Request Policy is not intended for emergency situations, accommodations that span multiple semesters, or accommodations for fully remote or on-line attendance for all instruction.
- All requests for interim or temporary remote or on-line attendance for instruction are evaluated on a case-by-case basis through the review of medical and other documentation and an interactive consultation with the student, to determine whether remote or on-line attendance is the only accommodation that would provide the student with access to the course. Please note that there may be some aspects of course design that require in-person student participation to meet some course elements or requirements (for instance, specific tests or experiential course elements may be unable to be delivered remotely).

- Students should not expect remote attendance beyond the period when it is medically necessary to obtain access to the course instruction.
- Students requesting interim or temporary remote or on-line attendance for instruction are also reminded that academic standards for remote or online courses cannot be waived or lowered.
- Alternatives to interim or temporary remote or on-line attendance should also be considered and may include taking a semester off, reducing overall course load, enrolling in courses designed for online delivery at Waynesburg or elsewhere, and/or considering a medical withdrawal under the [University's medical withdrawal policy](#).



WAYNESBURG
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Remote Attendance Request for Information Form

TO BE COMPLETED BY HEALTHCARE PROVIDER

Your patient has requested an accommodation from Waynesburg University to attend classes remotely or on-line on an interim basis. Please review the information provided by the patient/student in Section I of this form and answer each of the questions below. Medical records can be submitted but they do not replace the need to answer each of the questions on this form. The questions on this form should be answered solely with respect to the disability that is causing the patient/student to have limitations that require an accommodation. A disability is defined under as a “physical or mental impairment that substantially limits one or more major life activities.”

Provider Name: _____

Provider Credentials/License No.: _____

Provider Practice Name and Address (stamp is acceptable):

1. Please cite the student’s disability/diagnosis or impairment:

2. Method of diagnosis: please be comprehensive and include any assessment criteria, including the DSM-V, standardized assessments, etc. (for applicable diagnosis) or attach report

3. Is this a temporary impairment? [] yes [] no a. If temporary, the anticipated duration of the condition is: _____ 4. Date of diagnosis: _____ Made by you? _____ a. If not, by whom? _____

5. Positive and adverse side effects of any prescribed medications:

6. Date of most recent evaluation: _____

7. Length of time under your care: _____ Is the student/patient currently under your care?

a. If no longer under your care, when did care end? _____

8. Please describe in detail the type, severity and frequency of symptoms currently experienced by the student and how they are likely to impact in-person attendance/participation in classes.

9. Please address why remote or on-line attendance is **necessary** and **essential** for the student to make academic progress toward their degree (rather than preferred, beneficial, or optimal). Compared to their peers, what negative impacts will this student face if they are on campus? How would remote or on-line participation mitigate these negative impacts? Please note that for mobility impairments, personal mobility aids such as crutches or wheelchairs and relocation of residence hall rooms and classrooms to accessible locations can often facilitate a return to campus and in-person attendance.

Date: _____

Signature: _____

Please return to the following contact:

Disability Services Office, Pathways Center
Waynesburg University, 51 College Street
Waynesburg, PA 15370
dso@waynesburg.edu
412-218-3705 (fax)
724-852-7727 (phone)