



EASTERN CONNECTICUT STATE UNIVERSITY

83 WINDHAM STREET • WILLIMANTIC, CONNECTICUT 06226 • 860-465-5000

Office of AccessAbility Services (OAS)

EARLY DISMISSAL / LATE ARRIVAL OVERVIEW & AGREEMENT FORM

Overview:

This overview serves as both a form and guide to assist students and faculty to establish reasonable parameters regarding the early dismissal and late arrival accommodation throughout the course of a semester.

In most cases, class attendance is critical to a student's mastery of the knowledge and skills that are taught in a specific course, and students are expected to follow the policy established by the faculty member in each course; however, the OAS may determine that a student's disability necessitates early dismissal or late arrival to class on occasion and within reason due to disability related difficulties.

Since each course and situation is unique, the extent of early or late exceptions should be determined by the professor in consultation with the student as soon as possible upon receiving an electronic notice of a Letter of Accommodation(s). As a proactive measure, the OAS recommends faculty members discuss and develop an agreement with the student to ensure clear expectations. The OAS may assist the faculty member and/or student in creating such an agreement. Faculty and students can refer to the EDLA Agreement Guide (attached to this form) as a tool to establish such expectations.

Once an Early Dismissal / Late Arrival Agreement is established between the faculty member and student, faculty may, but are not required to share a copy with the OAS. However if you choose to do so, please send to: accessability@easternct.edu, and it will be added to the student's file as a point of reference.

Despite the early / late exceptions, the student is required to meet all the academic course requirements and is required to complete all assignments, quizzes, and exams. It is the student's responsibility to obtain the material and notes from missed class(es). The student will be graded according to the criteria set forth by the faculty member within the course syllabus and Early Dismissal / Late Arrival Agreement.

The Early Dismissal / Late Arrival accommodation does not excuse an unlimited amount of tardies or early dismissals and should be utilized within reasonable parameters set by faculty in accordance to fulfilling the essential elements of a course. Early dismissals or late arrivals for non-disability related reasons will not be excused by this accommodation. Students should realize that even if excused, these events could impact the student's academic performance because the student will not have the benefit of such things as full classroom interaction and the opportunity to ask questions while the material is being presented or shared.



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Early Dismissal / Late Arrival Agreement Form for Student:

I have read, understand, and agree to the following terms:

- I will follow up with my professor(s) to discuss the parameters of the Early Dismissal /Late Arrival Accommodation in advance, as some academic programs dictate that a certain degree of participation is an essential requirement of the course.
- I am responsible for all missed coursework from class.
- I will follow up with my professor to determine how to make-up quizzes, exams, presentations, or extended assignment deadlines due to leaving early or arriving late; as this may fundamentally alter the essential requirements of an academic course or program.
- I am responsible for contacting OAS should I need assistance facilitating conversations with professors regarding the early dismissal / late arrival accommodation.
- I understand that a consultation may be scheduled between the OAS and faculty member should there be continued difficulties attending class. Further documentation may be requested (e.g., Doctor's note, medical note, etc.).
- I understand it is the professor's discretion to determine whether the number of early dismissals or late arrivals compromise the essential elements of the course and may necessitate an alternative course of action to complete the course requirements.

I have reviewed and will abide by the Early Dismissal / Late Arrival Agreement guidelines.

**Student
Signature:**

Date:

Student Name:



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Early Dismissal / Late Arrival Agreement Guide for Student and Faculty:

Please note: This serves as a recommended tool to guide discussions related to the early dismissal / late arrival accommodation. It is not required or managed by the OAS.

Student Name:	Click or tap here to enter text.	Semester	Click or tap here to enter text.
Professor Name:	Click or tap here to enter text.	Course/Section:	Click or tap here to enter text.

What is the Classroom Attendance and Participation Policy as stated on the syllabus?

Click or tap here to enter text.

How will the early dismissals or late arrivals impact the knowledge and skills taught in this specific course?

Click or tap here to enter text.

How will the student make up missed time on presentations, group projects, deadlines, quizzes, and exams? (For example, is it reasonable to write a paper, work on extra assignments, etc.)

Click or tap here to enter text.

What is the procedure for notifying professor of an early dismissal or late arrival? What is a reasonable amount of time for leaving early or arriving late within the parameters of class time?

Click or tap here to enter text.

Is there a reasonable amount of early dismissals / late arrivals that can be determined in advance? If necessary or helpful, how can a notice be communicated prior to exceeding the limit?

Click or tap here to enter text.

If the student reaches the maximum number of early dismissals or late arrivals or exceeds the agreement protocol, then what options will the student have? (For example, can the syllabus requirements be reasonably revisited and reasonably re-adjusted? Should the student consider withdrawing from the course? Is a retroactive withdraw possible? Should the student be assigned an Incomplete?)

Click or tap here to enter text.