



Accessible Education Services

Willamette University, Smullin 155, Salem, Oregon 97301

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Remote Attendance Request Policy and Guidelines

Overview: Willamette University will primarily offer in-person instruction as the primary course delivery mode. In extremely rare cases, remote participation may be a reasonable disability accommodation. Most of the university's academic programs have essential in-person components. Remote attendance can be approved as a reasonable accommodation if a student's disability makes them unable to attend in-person. Students eligible for remote attendance are approved for one semester. Approval is contingent upon determining feasibility for the student's courses in collaboration with faculty and relevant administrators. This accommodation is not intended to be used for multiple semesters in a row, nor to convert an in-person program into a remote experience. Students who are approved to attend classes remotely should not expect the same classroom experience as if they were attending in person. There are elements of classroom interactions and dynamics which contribute to student learning, but cannot be replicated in a remote environment.

Definition of Remote Attendance: Remote attendance means participating in classes synchronously. This means that if approved for this accommodation, students must be logged in to class simultaneously with the in-person session in order to be counted present. Accessing recordings after the fact will not constitute remote attendance and students may be counted absent.

Request Policy and Procedure: If you are interested in requesting full-semester remote attendance, please carefully review the following:

- If you are not registered with Accessible Education Services (AES), you must first register to request remote attendance.
- **Remote attendance, if approved, is on a per-semester basis.** Previously eligible students are not automatically eligible for future semesters. **Requests will require a letter of support from your healthcare provider.**
- The priority deadline for remote attendance requests is two months prior to the start of the semester
- Requests received later than two months prior to the semester will still be considered, but review before the semester begins is not guaranteed and options may be limited.
- The provider's letter of support must include the following:
 1. A description of your professional relationship.
 2. A confirmation of your relevant medical or mental health diagnoses.
 3. A statement of support for remote attendance, including an estimated end date when you can return to in-person classes.
 4. A description of how your disability creates a significant barrier to your full and meaningful participation in an on-campus experience.

- *For students with CDC-recognized COVID-high-risk conditions (e.g. diabetes):* The description should include a holistic assessment of your health risks for being on campus, considering: your unique medical profile, the latest information on vaccine efficacy, and the university's safety practices.
- *For students without high-risk conditions (e.g. mental health conditions):* The description should include an explanation of how your disability will disproportionately affect you compared to your peers such that remote attendance is the only viable option for you. This impact must go beyond the typical stress or nervousness that most people are likely to feel in readjusting to an in-person experience.

How to Request:

1. Register with Accessible Education Services (AES).
2. Submit documentation to support your request (the documentation must be from a qualified provider and must address all of the items listed above).
3. Meet with the AES Director or Assistant Director to have a conversation about your request.
4. Monitor your WU e-mail for an AES determination. (Note that requests can take up to two weeks to review).