



ATTENDANCE ACCOMMODATION AGREEMENT FORM

Professor
Student

Course
Semester

1. How will missed classes be handled? Are there a maximum number (or percent) of absences allowed?

2. How will the student notify the instructor about an absence? Do notifications need to occur in advance of each absence?

3. How will missed assignment deadlines be handled? Can a student submit work electronically? Will there be flexibility if a student is absent on the day that an assignment is due?

4. How will missed quizzes and exams be handled? Will the student be allowed make-ups? Is there a timeframe within which make-ups must be completed?

5. Other:

It is the student's responsibility to meet the essential requirements of the course. This agreement does not pertain to absences due to personal issues or intermittent illnesses not directly related to the student's disability. **Please note that this agreement is not retroactive.** The accommodation becomes effective only after the contract has been signed by the instructor and the student. A copy of this agreement should be forwarded to OAR.

Professor's Signature _____ Date _____
 Student's Signature _____ Date _____

The follow are suggestions for implementing reasonable accommodations for students with an accommodation for flexible attendance:

Attendance:

1. Assist students in obtaining notes from a classmate.
2. Permit students to attend another section of the same class.
3. Allow students to keep a journal, or email comments to instructor and/or classmate, to make up missed discussions.
4. Suggest a withdrawal when absences interfere with meeting the essential requirements of the course.
5. Allow participation points via response to emailed questions within 24 hours.
6. Missed classes cannot exceed 25% of course.
7. Students must contact instructor of absence in advance of or as soon as possible. Students are held responsible for keeping in contact with you and updating you on their situation.

Missed exams:

1. Administer the same exam the class took or substitute an exam used in a previous semester.
2. Modify the existing exam.
3. Substitute a paper, project, presentation or an oral exam for the written exam.
4. Consider the possibility of an incomplete.
5. Missed exams must be made up within ___ day(s) of scheduled test.

Deadlines

1. Assignment extensions are typically 1-3 days for papers/projects.
2. Merge smaller projects into a larger project with a longer timeline.
3. Assignments may be completed in advance to avoid extensions.
4. Assignments must be turned in within ___ days of due date.
5. Consider giving an incomplete or suggesting a withdrawal.