

## Accommodation Agreement

### Disability-Related Attendance Modifications

This agreement pertains to arrangements made for students who are being evaluated by SSD for disability-related attendance modification.

In order to ensure the student, the instructor, and SSD share a clear understanding of the accommodation and it is reasonable for this course, SSD strongly encourages that the student and instructor respond to the questions listed below and submit it to SSD.

- \* Please contact SSD with any questions and for consultation or mediation through this agreement.
- \* Please review SSD policies regarding the attendance accommodation for in-depth descriptions and guidance helpful for completing this agreement.

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<b>Student Name:</b>	<b>Instructor Name:</b>
<b>Course &amp; Section:</b>	<b>Term:</b>

**Instructor:**

- 1. Please state the agreed upon number of disability-related absences (or percentage of class) that will be permitted.**  
Be as specific as possible. Please avoid vague phrases such as “flexible” or “open” or “to be determined” which may cause future concern or confusion.
- 2. How and when will the student notify the instructor of a disability-related absence?** (Depending on the nature of the student’s disability, it is reasonable for the student to notify the instructor of a disability-related absence either before or after the missed class session, but in a timely, “as soon as possible” manner.)
- 3. Is there an alternative to missed participation for the day(s) the student is absent?** If so, please specify the agreed-upon alternative.

4. **What is the process for turning in short-term assignments/projects, without penalty, that was due the day of the disability-related absence?** Note: Please plan for short extension windows, possibly the amount of time equivalent to that which was missed. In some cases, it may be appropriate to consider an alternative assignment to make up for missed discussions or projects. (Not intended for extensions on long-term assignments.)
5. **What is the process and timeline for making-up quizzes/tests/exams or in-class graded assignment, without penalty, that were scheduled for the day of the disability-related absence?**
6. **What, if any, critical assignments or class dates exist that, to be absent, would have a significant impact on other students** (e.g. group presentation), or for which participation, learning or assignments cannot be made up (e.g. guest speaker)?

I have reviewed the SSD policies and procedures for determining whether attendance is a fundamental aspect of this course, and if so, how. Based on this, modified attendance for disability-related reasons is a reasonable accommodation in this course. **Note: If the instructor determines this accommodation to be a significant alteration of the fundamental requirements of the course, please contact the student's SSD's counselor to review the assessment before finalizing with the student.**

**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Key Reminders** Student please initial each:

Student	
	The student is responsible for providing the Faculty Notification Letter as early in the term as possible.
	The student <b>will not</b> be required to present additional medical verification substantiating their disability-related absences.
	The student is responsible for missed content, lecture notes, and information presented in class the day of the absence.
	Both the student and the instructor understand that accommodations <b>are not</b> retroactive; instructors are not obligated to adjust previous penalties for absences.
	If the number of absences exceeds what is agreed upon in this document, the student's grade will be impacted in a way equal to other students in the course.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_