

Accommodation Agreement: Disability-Related Attendance Modifications

This form is to assist in clarifying disability-related attendance modifications between student, faculty and SSD.

At SSD, we know that each class is unique to the instructor, the topic and the pedagogy and we respect academic freedom by acknowledging that we do not know the structure or pacing of your class and how it might intersect with accommodations unless we talk with faculty. We see this form as a conversation. That is why we ask and request our faculty colleagues to give their input on how your accommodated students can best succeed. A few useful things to know:

- This form can be edited and revised. Please feel free to propose edits that match your pedagogy and pacing.
- If SSD's signature is not on the form, our office has not seen the form yet and there is no implied endorsement
- If you see other accommodations mentioned that are not assigned, please email ssd@csusb.edu

Student Name:	Instructor Name:
Course & Section:	Term:

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. (Ex. Student will miss up to 4 classes)

2. How and when will the student notify the instructor of a disability-related absence? (Example: Professor will be notified within 5 days after an accommodated absence that the absence is an accommodated absence.)

3. Is there an alternative to missed participation for the day(s) the student is absent? upon alternative. (Ex. Participation points will be awarded for unaccommodated days in or out of class, student should get notes from a classmate)

4. What is the process for turning in short-term assignments/projects, without penalty, that was due the day of the disability-related absence? (Ex. Student will be given entry exit tickets for credit upon their next attended class, student will be able to submit work due after their accommodated absence is over in canvas or by email if canvas is no longer open.)

5. What is the process and timeline for making-up quizzes/tests/exams or in-class graded assignment, without penalty? (Ex. Student will be able to take test by scheduling with SSD following their accommodated absence, student can email professor to request reopening canvas to retake quiz within 5 days of accommodated absence.)

6. What, if any, critical assignments or class dates exist that, to be absent, would have the greatest significant impact to miss if it can be avoided (Ex. Field trip dates, Summary review exam prep dates, lab dissection dates, etc.)

Instructor: I have reviewed the requested strategies for attendance modification and it seems to work with the structure and pacing of the class. If I have questions, I'll communicate with the student's counselor and/or propose edits to the form that fit my class while also honoring the spirit of the accommodation.

Instructor Signature: _____ **Date:** _____

SSD: I have reviewed these logistics for attendance modifications and they appear to be in accordance with SSD policy. If professor has questions, I will refer them to options including form revision or convening a fundamental alteration panel.

SSD Signature

Date

Student	Key Reminders Student please initial each:
	I will complete this form and give it to my professor and SSD as early in the term as possible. I will not reference other forms and the information will all be on this piece of paper
	I have not mentioned any other accommodations in this form (Remote, slides, alternate assignments) and if I have, I understand that this form will not be able to be used until revised
	My attendance modifications may involve regular communication with the professor. As the student I understand it is my responsibility to initiate and follow up on that communication
	I understand this form is not retroactive and only starts when this form is completed and completely signed. If I need help I will talk with my SSD counselor.
	If the number of absences exceeds what is agreed upon in this document, my grade will be impacted in a way equal to other students in the course

Student Signature: _____

Date: _____