# Course Policy Accommodations: Attendance, Assignments and Exams

# Sample Agreement Form – TMLS Consulting Inc. Tom L. Thompson

**NOTE for Disability Resource professionals:** See the accompanying *White Paper that provides guidance for understanding and implementing Course Policy Accommodations* (sometimes referred to as “complex accommodations or elevated accommodations”).

## **Accommodation Agreement Form, Disability-related Modifications**

## **Covering: Attendance / Assignments / Exams**

The Office of Accessible Education (OAE) reviews requests from students with disabilities for academic modifications which are related to attendance, assignment deadlines and exam dates. The review process includes a student’s application to OAE, medical and/or psychological documentation and a personal interview. *OAE determines whether a student is eligible to use this type of accommodation.*

The *OAE has a recommended baseline amount for how often these accommodations can be used*: for absences, assignment deadline extensions and for rescheduling exams. *These accommodations are never unlimited*. The baselines can be adjusted after Academic Affairs provides input.

Before a student can use these accommodations in a particular course, ***OAE needs information from the professor who teaches the course or an Academic Affairs designee***. There are a group of *questions below which we need answered* so that we can ensure that these accommodations are not a “*fundamental alteration or an undue burden*” for this particular course. We appreciate your timely response (3 – 5 days) so we can expedite this student’s access to their accommodations.

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Term**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Course**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## **Instructor or Academic Affairs representative questions (Attach syllabus if relevant)**

1. Does this course have an attendance policy? If yes, how many excused absences are allowed?
2. Does this course have a high level of in-person interaction with other students and/or group projects or work? If a student missed some of these, are there alternatives to catch up on these learning experiences?
3. How are exams and quizzes handled in this course? How many are given throughout the term? If a student misses an exam, when should it be rescheduled? Do you have a final exam and how should a make-up exam be handled?
4. Do you utilize quizzes in this course? Can they be made up or could another review replace one?
5. Do you have major assignments, projects or field experiences in this course? If a student missed completing or participating in one, are there ways to catch up or to fulfill a different/equivalent assignment/project or experience?
6. Would the learning objectives or other essential elements of this course be significantly impacted by a student who misses excessive class sessions? If yes, please explain with details.

**Office of Accessible Education baseline limits for absences, assignment deadline and missed exams.** [*If these limits are modified, the new limits are noted next to the initial limits below*]

These are based upon a course term length of \_\_\_\_\_\_ weeks.

**Baseline for absences**: 2 – 3 missed

**Baseline for assignment deadlines**: 2 extensions

**Baseline for rescheduling exams**: 2 rescheduled exams

**NOTE**: *These limits are the starting point of what OAE can grant*. The limits can be increased or reduced based upon the input from Academic Affairs. Reducing these baseline limits is based upon a determination of a “fundamental alteration or undue burden,” i.e. significantly modifying the course learning objectives and/or the essential elements of a course.

Office of Accessible Education acknowledgement:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has reviewed this document and noted the

limits established for this student, for this course. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Acknowledgement: *Please read and write your name in the blank below*

I. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I understand the limits established for absences, extended assignment deadlines and rescheduling of exams.

2. I understand that I must notify my professor any time I will miss a class session, miss an assignment deadline or miss a scheduled exam. I will contact my professor immediately. I will also discuss how to catch up on any missed class requirements.

3. I understand that if I am in a hybrid or online course, that Discussion Board post deadlines usually cannot be extended. [Generally most discussion board posts involve responding to other students – other students cannot be expected to respond after that original date.]

4. I understand that if I have used up my accommodation limits, due to unexpected or sudden medical or psychological complications, I should consult with the Office of Accessible Education about other alternatives or accommodations.

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