



# Modified Attendance Agreement Form

Maximum number of disability-related absences allowed for this student for this course: \_\_\_\_\_

How and when will the student notify the instructor of a disability-related absence (email, phone, etc.)? (Depending on the nature of the student's disability, is it reasonable for the student to notify the instructor of a disability-related absence either before or after the missed class session)

Procedure for turning in homework/assignments/projects due the day of a disability-related absence; maximum number of days assignments may be late and how they are to be submitted:

Procedure for making up a missed quiz, examination, or class graded assignment given on the day of a disability-related absence:

If it is thought that attendance can be justified as an integral part of how the course is taught and/or how learning is to be demonstrated and measured, there can be a point at which disability-related absences cannot be reasonably accommodated. If at any point, the instructor and/or the student have any questions or concerns about this process, the Modified Attendance Agreement and/or the provision of this accommodation, the Learning Access Coordinator could be notified as soon as possible so they can address the concerns and work to resolve them.

If the maximum number of allowed absences is exceeded during the semester, the student and instructor have the option to meet to discuss an appropriate course of action (such as the student will be granted an incomplete; student will be advised to withdraw from the course; the number of absences allowed will be reviewed, etc.). The Learning Access Coordinator can be informed as soon as possible to work with the instructor and student to come to a reasonable solution.

Student Name: \_\_\_\_\_

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

Instructor Name: \_\_\_\_\_

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