

# Modified Attendance & Deadline Agreement



Disability Resources  
DIVISION OF STUDENT AFFAIRS

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

Instructor Name(s): \_\_\_\_\_

Course/Section Number: \_\_\_\_\_ Semester: \_\_\_\_\_

Federal law requires colleges and universities to consider reasonable modification of attendance policies and deadlines, if needed, to accommodate a student's disability when they have been approved for this accommodation. At Texas A&M University [Student Rule 7.2.1.4 \(under Attendance\)](#) addresses this potential accommodation need.

Disability Resources requires that students with a disability-related need for flexibility in attendance and deadlines meet with their instructors to discuss the extent to which modification in attendance policies and deadlines may be reasonable for each class. Following this meeting the student and instructor should have a clear understanding of what accommodations can be made for disability-related absences. To facilitate this discussion this Agreement should be reviewed and completed to clearly set out expectations. Disability Resources staff is available to consult with instructors and students on issues concerning disability, attendance and deadlines and can facilitate the completion of this Agreement. For more information about what should be considered prior to completing this agreement, visit <http://disability.tamu.edu/modifiedattendance>.

**NOTE:** The student should provide the instructor with a copy of their current semester accommodation letter which should include the Plan for Absences/Missed Deadlines accommodation prior to completing this Agreement.

## Part 1: Student Information (self-report)

1. How often does your disability typically impact your ability to attend class and/or complete assignments?

\_\_\_\_\_ Number of days per semester

\_\_\_\_\_ Other: \_\_\_\_\_

2. How much additional time might you need to complete an assignment or make up a quiz/exam when you are impacted by your disability?

1 Day (24 Hours)

2 Days (48 hours)

3 Days (72 hours)

Other: \_\_\_\_\_

3. Is there any other information you feel is important for the instructor to know about how and when your disability may impact your class attendance or completing assignments?

## Part 2: Instructor Information: Attendance, Participation, In-class Quizzes/Exams & Notes

### 1. Attendance Policy Review & Modification

- N/A - There is not an attendance policy for this course.
- Modification to attendance policy:** What is the maximum number of absences or percentage that would be reasonable and still allow the student to fulfill the learning outcomes of the course?

\_\_\_\_\_ total absences (or \_\_\_\_\_ % of \_\_\_\_\_ Total Number of Classes)

Additional Notes: \_\_\_\_\_

### 2. In-class Assignments/Quizzes and Exams

What is the protocol for making up an in-class assignment, quiz or exam?

- N/A - This course does not require in-class assignments, quizzes/exams.
- Contact the instructor or designee within \_\_\_\_ days to schedule a make-up assignment/quiz/exam.
- The student can complete an alternative assignment/activity to earn assignment points (please detail alternative assignment options in an addendum to this agreement).
- Other: \_\_\_\_\_

### 3. Class Participation

- N/A - This course does not require class participation.
- The student can complete an alternative assignment/activity to earn class participation points. (Please detail alternative assignment options in an addendum to this agreement).
- The grading rubric can be modified so that it will not penalize a student for missed participation. (Please document modification to grading rubric in an addendum to this agreement)

### 4. Access to Information Presented in Class/Notes

- N/A - This course does not require supplemental notetaking. (Instructor already provides detailed outlines/notes; asynchronous online course with materials available online, etc.).
- This course is being video recorded. The recording will be made available to student.
- The instructor will share detailed notes directly with student.
- The student will obtain notes from another student in the course.
- Other: \_\_\_\_\_

## Part 3: Instructor Information: Assignments/Projects

1. If a student is unable to submit an assignment or project for this course by the posted deadline they should:
  - N/A - There are no assignments or projects due for this course.
  - Submit the assignment within \_\_\_\_ hours of the deadline.
  - Submit the assignment within \_\_\_\_ days of the deadline.
  - Other: \_\_\_\_\_
2. How should the student submit the assignment/project?
  - Email the assignment to the instructor or designee.
  - Submit assignment through Learning Management System (LMS).
  - Bring the assignment to the next scheduled class.
  - Bring the assignment to the instructor's office or drop at instructors' mailbox.

#### Part 4: Notification Process/Communication Expectations

1. Which option is the best way to notify the instructor (or their designee) of a disability-related absence or missed deadline:
  - Email Address: \_\_\_\_\_
  - Other: \_\_\_\_\_
2. Student will be responsible for notifying the instructor or designee of a disability-related absence or missed deadline:
  - Within 24 hours of the missed class/deadline
  - Within 48 hours of the missed class/deadline
  - Other: \_\_\_\_\_

#### Part 5: Other parameters or requirements related to modified attendance/deadlines (i.e. group projects, presentations, field trips, etc.) please attach addendum, if needed:

If attendance and/or assignment deadlines 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 and extensions cannot be reasonably accommodated. If at any point, the instructor and/or the student have any questions or concerns about this process, this Agreement and/or the provision of this accommodation, Disability Resources should be consulted as soon as possible so they can address the concerns of both the student and instructor in order to help determine if this accommodation is reasonable for the specific course or specific activity and to develop an appropriate accommodation agreement.

If the maximum number of allowed absences is exceeded during the semester or extended deadlines are not met, the student and instructor must meet to discuss an appropriate course of action (such as: student will be granted an incomplete; student will be advised to withdraw from the course; the number of absences and deadline extensions allowed will be reviewed and updated, etc.). Disability Resources should be informed as soon as possible so they can assist the instructor and student to determine a reasonable and realistic solution.

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

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

All parties should keep a signed copy of this agreement and a signed copy should be returned to Disability Resources.