

Student Agreement for Disability-Related Accommodation for Absences, Deadlines, and/or Exam Dates

The Office of Accessibility (OA) has approved you for an accommodation related to either class attendance, assignment deadlines, and/or exam dates due to a disability. By initialing the blank spaces beside each statement, you acknowledge that you understand the following:

- *The use of these accommodations must always be linked to your disability.*
- *The approval of these accommodations does not constitute an excuse to miss class regularly nor to submit late work that was assigned well in advance of the due date.*
- *It is your responsibility to maintain timely and consistent communication with your professors concerning your need to utilize your accommodations.*

Guidelines for Utilizing these Accommodations

Please take note of the following guidelines for utilizing accommodations related to attendance, assignment deadlines, and exam dates.

1. PLAN for Accommodation Use

- You need to consider the impact of your disability and anticipate your need for accommodation in each class.**
- Meet with your instructors at the beginning of your classes to discuss potential flexibility to the course's relevant content using the Office of Accessibility **Disability Related Accommodation for Absences, Deadlines, and/or Exam Dates (DRAADE) template**.

Note: You are not required to disclose confidential information, such as, your disability diagnosis, details concerning the history of your disability, etc.

- Complete and sign the DRAADE with your instructors and return the completed form to the Office of Accessibility (OA). You should return the agreement to OA within the first 2 weeks of the course or ASAP after registering with OA.
- OA will send a digital copy to the instructor and student via email after processing the agreement.

2. **COMMUNICATE with your professors.** Contact your professors (by phone, email, or in person) as soon as possible EACH time you need to engage these accommodations. Include a plan for how you will make up the work and access the information you missed.
 - a. **Example:** *Hello, Dr. White. I will be missing (or “missed”) your Biology 123 class today due to a manifestation (or flare-up) of my disability. I plan to get notes from one of my classmates and follow-up with you for clarification as needed. The assignment that is due today is attached (or, “can be completed by...”, or “can be brought to your office by...”). Please advise of any concerns. Thank you for your support! Mary*
 - b. The need for modification of assignment deadlines and exam dates should be discussed in advance, whenever possible. If after the fact, then as soon as possible.
 - c. Copy the Office of Accessibility (OA) on emails concerning accommodation use – accessibility@winthrop.edu
3. **You must complete all required course work.** Therefore, failure to plan for missed class material/participation may equate to missed course work in classes where participation is part of the grade. In *some* cases, an alternative assignment might be considered if relatively equivalent, but must be requested via the communication process described above.
4. **Be aware of the potential for snowballing.** When scheduling new deadlines and exam dates, consider other assignments that may be due around the same time. A need to delay due dates may result in the compilation of significant amounts of work due in a short time frame. A withdrawal may be necessary to allow opportunity for healing or improving health.
5. **If overwhelmed,** call OA at (803) 323-3290 to arrange an appointment to discuss options before it is too late.
6. **Class grades based on attendance may be affected even with a modification accommodation in place.** Attendance and participation are important parts of learning class material. Missing classes may prevent participation in activities that cannot be made up. Missing vital class activities or a number of class sessions may result in a grade reduction.

Note: For many classes (e.g. labs, PESH, foreign language, fine arts, etc.), attendance is a fundamental requirement.

When an accommodation would result in a fundamental alteration of course requirements, for which there is not a reasonable alternative, the accommodation may not be permitted. Be aware of any percentage of your grade that may be based on active participation. ***For some classes, excessive absences may result in the need to seek a withdrawal from the course.***
7. **If physical attendance is a consistent concern,** consider taking online classes/programs.
8. **Contact OA** if you need assistance working with your instructors, your instructor wants consultation in this process or if you and the instructor are unable to come to an agreement.

I have read and do understand the above requirements. I understand that failure to comply with my responsibilities in the use of any accommodation may render the accommodation ineffective; thus, null and void.