

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

Dear Instructor,

The above named student is registered with the Office of Accessibility (OA) as having a disability with random acute episodes that may affect the student's class attendance and/or productivity. **OA has approved this student to be granted a reasonable amount of flexibility with either absences, assignment deadlines, and/or exam dates as an accommodation.** The student's Letter of Accommodation specifies in which areas flexibility is approved.

The role of attendance, due dates, and testing varies from course to course, so it is important for you, the student, and OA to discuss how this modification will be handled in your course. OA staff is available to you to facilitate the conversation and to answer questions as they arise.

Please complete the following steps:

- 1. Read through the guidance below.**
- 2. With the student, discuss potential flexibility** to the course's relevant content to find a balance of the student's needs and core requirements. Please update OA staff of conversations that occur between student and instructor.
- 3. If you and the student are unable to easily agree on a balance, either you or the student should contact OA for consultation.** Note: If you or the student feel that the conversation becomes more of a debate or protracted negotiation, please contact OA staff.
- 4. Once an agreement is reached, complete the Disability-Related Accommodation for Absences, Deadlines, and/or Exam Dates starting on the 3rd page.** Alternatively, you can type out an agreement that diverges from our template.
- 5. The student should return the agreement to OA within the first 2 weeks of the course or ASAP after registering with OA.** After processing the agreement, OA will then send a digital copy to the instructor and student via email.

Guidance for Determining Reasonable Modifications

With these accommodations, students are permitted a reasonable amount of flexibility. Reasonable flexibility can be determined by analyzing the course design. **These modifications should not compromise the essential design and learning outcomes of the course.**

During your analysis, we ask that you consider the following questions (You may use this section to make notes but the actual template follows this page):

- What does the syllabus say about attendance and missed deadlines?
- How have you made exceptions to these policies in the past?
- Are attendance and/or participation factored in as part of the course grade? If so, how? Is this a course, department, or college policy?
- Is there any flexibility regarding attendance or assignments already built into the course?
- Is the format of instruction primarily lecture or interactive?
- Does instruction and learning rely on specific elements from the previous session or assignment?
- Do student contributions constitute a significant component of the learning process (e.g. discussion, presentations, role-plays)? What is the impact of the educational experience on learning the material?
- Additional questions/ information pertinent to the class:

Disability-Related Accommodation for Absences, Deadlines, and/or Exam Dates (Template)

Student's Information

Name: _____ Winthrop ID#: W _____

E-mail: _____

Professor's Information

Name: _____ E-mail: _____

Office Phone: _____ Alt. Phone: _____

Course Name: _____ Course # _____

Section #: _____ Dates/Time of Course: _____

Section A: Disability Related Excused Absences

Check if not applicable to course policy –OR– if student is not requesting/approved for attendance modifications per the Letter of Accommodation (if checked, skip to Section B.)

1. **Standard Absences Allowed _____ Adjusted Maximum Number of Excused Absences _____**
(e.g. standard = 3, so perhaps accommodation adjusted = 6)

2. **Who should the student notify if/when late to or absent from a course due to a disability?**

3. **What is the best way to notify the person designated above?** Phone E-mail
Please indicate phone number/email for contact.

Section B: Deadline Extensions for Homework, Papers, Presentations, etc...

Check if not applicable to course policy –OR– if student is not requesting/approved for assignment deadline modifications per the Letter of Accommodation (if checked, skip to Section C.)

1. **What is the plan for deadline extensions? *Please consider how this may vary by assignment.***
(e.g., Student has two days to turn in missed assignments. After that, student will be held to the syllabus's late assignment policy.) _____

2. **How will assignments that cannot be made up such as group activities or presentations be handled?** _____

Section C: Deadline Extensions for Exams and Quizzes

Check if not applicable to course policy –OR– if student is not requesting/approved for modifications per the Letter of Accommodation (if checked, skip to Section D.)

What is the timeline allotted for making up exams or quizzes? (e.g., Student will have 4 business days to make up the exam.) _____

Section D: Interactive Process

By signing below, both the student and professor have agreed to this plan. The student also agrees to:

1. *Only use this plan for documented disability-related reasons.*
2. *Maintain prompt and regular communication with the professor about this agreement.*
3. *Contact OA if you need assistance working with your instructor, your instructor wants consultation in this process, or if you and your instructor are unable to come to an agreement.*
4. *Contact both their professor and Office of Accessibility in advance if the student suspects he or she will not be able to meet the terms of this agreement (e.g. going over maximum number of excused absences).*
5. *Be held to the course policies stated on the syllabus and adhere to Winthrop University's Missed Class Policy and program professional standards in the event that they are unable to meet the terms of the agreement and no revisions to the agreement have been made.*

Student Signature: _____ Date: _____

Professor Signature: _____ Date: _____

*** Since OA has documentation on file that confirms that a student's disability may impact attendance, no additional documentation (i.e. a note from the student's medical professional) needs to be provided to the professor.*

***Please forward a signed copy to Office of Accessibility Staff.*