



SERVICES FOR STUDENTS WITH DISABILITIES

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AGREEMENT WITH INSTRUCTOR

Important Note: Please read first

Class attendance and assignment policies are not determined by the office of Services for Students with Disabilities (SSD). The number of allowable absences depends on the interactive or participatory nature of a course, or are based on department, college or accrediting agency rules, therefore, attendance policies are set by faculty at the college or departmental level.

If attendance is determined to be essential, then students need to work with the instructor to determine the maximum time that can be missed before compromising the integrity of the course/program. In most cases, the instruction will require a minimum of 70% class attendance. However, depending on the nature of the class (labs, group projects, etc.) the instructor may require 80% to 90% class attendance.

Similarly, the instructor determines policies regarding make-up work and missed quizzes and exams. The instructor is not required to lower or substantially modify essential course elements in order to provide an accommodation. SSD can provide the instructor information regarding the legitimacy of the absences which are based on appropriate medical and/or psychological documentation.

Reasonable Extension of Attendance

Class attendance policies are not determined by the office of Services for Students with Disabilities. The number of allowable absences depends on the interactive or participatory nature of a course, or are based on department, college or accrediting agency rules, therefore, attendance policies are set by faculty at the college or departmental level.

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- If I am unable to attend class because of my medical condition, I will notify my instructor prior to the class period.
- I understand my total absences may not exceed _____ days of class. (You must attend, at minimum, 70% of the class unless otherwise specified by your instructor).
- If my absence prevents me from taking an exam or submitting an assignment, I will make prior arrangements with my instructor to make up the exam or turn in the assignment. My instructor may provide a new due date (without late grading penalties), after which I will be subject to the same late grading penalties as other students in the class.
- The extension will not exceed ____ days and will be turned in by ____ a.m./p.m. on the day specified.



Reasonable Extension of Deadlines (Assignment)

If special consideration is needed for meeting deadlines for assignments and tests, the student will notify the instructor of any period of illness or inability to complete deadlines before the due date. The student will make arrangements with the instructor to complete the required course work and together, determine the new due date. The student should not incur any late grading penalties if work is submitted by the revised due date.

- If I am unable to meet an assignment deadline because of my medical condition, I will notify my instructor by ____ a.m./p.m. the day before the assigned due date.
- My instructor may provide a new due date (without late grading penalties), after which I will be subject to the same late grading penalties as other students in the class.
- The extension will not exceed ____ days and will be turned in by ____ a.m./p.m. on the day specified.

I will use this accommodation responsibly by requesting it only when medically necessary.

Please indicate that you have read and agreed to the following statement(s):

_____ I have met and discussed with my course instructor about this accommodation.

Initial

_____ I will use this accommodation responsibly by requesting it only when medically necessary.

Initial

Student Name (Print): _____

Student Signature: _____

Instructor Name (Print): _____

Instructor Signature: _____

Class Subject and Course number: _____