Modified Attendance Agreement

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

G#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester: [ ]  Fall [ ]  Spring [ ] Intersession [ ] Summer

Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Modified Attendance Accommodation

The Modified Attendance Accommodation is designed for students who, due to the nature of their chronic physical or mental condition/disability, may experience a brief, episodic flare-up impeding their ability to attend class, submit an assignment on the schedule due date, or take an exam or quiz on the scheduled date or time.

The Modified Attendance Agreement form is to help guide a discussion between the student and the course instructor, or OAS staff and the instructor, per the student’s request, to determine the extent to which this accommodation is reasonable given the course format and learning objectives. Please note that this accommodation is only active if a student has submitted their Letter of Accommodation to their instructor and the Modified Attendance Agreement form has been completed. Any missed classes or coursework prior to the submission of this form cannot be applied retroactively.

The Office of Accessibility Services will support students and faculty with any questions or concerns about implementing this accommodation. Further [guidance on the Modified Attendance accommodation](https://www.geneseo.edu/accessibility-office/guidance-modified-attendance-accommodations) can be found on the OAS website.

# Attendance

Is attendance included in the calculation of the course grade? [ ] Yes [ ] No

If yes, how many absences are permitted for all students? \_\_\_\_\_\_\_\_\_\_\_\_

Considering the impact of attendance on learning in this particular course, what is the number of additional absences you will allow (beyond those allowed to all students) before the accommodation must be reviewed: \_\_\_\_\_\_\_\_\_\_\_\_

Is participation graded? [ ] Yes [ ] No

Would the student be able to make up participation in any way? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Is there any other part of the course where absences would be impactful, such as group projects, sign-ups, group discussion, presentations? If yes, what kind of flexibility might be reasonable in the event of a disability-related flare-up on these days? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Instructor contact information for notification of a disability-related absence:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Flexible Due Dates for assignments

Extensions for work are often necessary due to the flare-up of the student’s condition that caused them to miss class in the first place. When deciding this, consider how a late assignment would impact future learning and how the learning builds on itself. Assignment(s) are due \_\_\_\_\_\_\_\_\_\_\_\_\_ days after a missed class.

## Make-up Exams/Quizzes

Missed exam/quiz must be taken no more than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days after a missed class.

Procedure for making up a missed exam/quiz the day of the disability-related absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Note to faculty and student: When attendance is an integral part of how a course is taught or how learning is demonstrated and measured, there is a point at which disability-related absences can no longer be reasonably accommodated. If at any point the instructor or student have questions or concerns about this process, the Modified Attendance Agreement, or the provision of this accommodation, please contact the OAS as soon as possible to address concerns and work to resolve them.*

*If the maximum number of allowed absences is exceeded during the semester, the student and instructor must meet to discuss an appropriate course of action (e.g. withdrawal from the course, a grade of Incomplete, a failing grade, a review of the number of absences allowed, etc., depending on the circumstances). The OAS is available to consult with the instructor and student to come to a reasonable solution.*

*Please submit the completed form to the OAS via email at* *access@geneseo.edu**, or in-person in Erwin Hall 22 during normal business hours, Monday through Friday, 8:00am – 4:15pm.*

Student name (printed) Student signature Date

Instructor name (printed) Instructor signature Date

OAS staff name OAS staff signature Date