Modified Attendance Agreement

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

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

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

Semester:  Fall  Spring Intersession Summer

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

Regular class attendance is a student obligation and students are responsible for all coursework, including tests and written work. 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. The Office of Accessibility Services will support students and faculty with any questions or concerns about implementing this accommodation. 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.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

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How and when will the student notify the instructor of a disability-related absence? Depending on the nature of the student’s disability, consider whether it is reasonable for the student to notify the instructor before or after the missed class:

Phone Email  Other (explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor contact information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## 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*](mailto: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