

# Attendance Accommodation Agreement

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

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

Federal law requires colleges and universities to consider reasonable accommodation for attendance if needed to accommodate a student's disability. In making this determination, two questions must be answered:

- Does the student have a documented disability that directly affects his/her ability to attend class on a regular basis?

*SAS will make this determination based on a review of documentation from the student's physician or psychologist and provide verification in a letter the student presents to the instructor.*

- Is attendance an essential part of the class? Would accommodating attendance result in a fundamental alteration of the curriculum?

*Instructors make this determination in consultation with SAS.*

The Office of Civil Rights (OCR) has provided the following guidelines to assess if attendance is an essential part of a class:

1. Is there classroom interaction between the instructor and students and among students?
2. Do student contributions constitute a significant component of the learning process?
3. Does the fundamental nature of the course rely on student participation as an essential method for learning?
4. To what degree does a student's failure to attend constitute a significant loss to the educational experience of other students in the class?
5. What do the course description and syllabus say?
6. Which method is used to calculate the final grade?
7. What are the classroom practices and policies regarding attendance?

SAS requires that students with a disability-related need for flexibility in attendance meet with their instructors to discuss the extent to which an adjustment in attendance policies may be reasonable for a particular class. Following this meeting the student and instructor should have a clear understanding of what accommodations can be made for disability-related absences. To facilitate this discussion this Agreement should be reviewed and completed to clearly set out expectations. SAS staff is available to consult with instructors and students on issues concerning disability and attendance and can facilitate the completion of this Agreement.

## **Student and professor should complete the following items together.**

### **1) Maximum number of disability-related absences allowed for this student for this course:**

\_\_\_\_\_ (Please do not restate the number of absences allowed for all students in the course. The number should be greater than the number of allowed absences on course syllabus. Be as specific as possible. Avoid vague phrases such as "flexible", "to be determined", or "open").

### **2) How and when will the student notify the instructor of a disability-related absence (email, phone, etc.)? Depending on the nature of the student's disability, is it reasonable for the student to notify the instructor of a disability-related absence either before or after the missed class session?**

## Student Accessibility Services

Edinburg Campus  
University Center 108  
956-665-7005  
Fax: (956) 665-3840

Brownsville Campus  
Cortez 129  
956-882-7374  
Fax: (956) 882-7861

[utrgv.edu/accessibility/](http://utrgv.edu/accessibility/)  
[ability@utrgv.edu](mailto:ability@utrgv.edu)

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**3) Procedure for turning in homework/assignments/projects due the day of a disability-related absence:**

- a) Maximum number of days assignments may be late: \_\_\_\_\_
- b) How assignments are to be submitted:

**4) Procedure for making up a missed quiz, examination, or in-class graded assignment given on the day of a disability-related absence:**

**If it is thought that attendance can be justified as an integral part of how the course is taught and/or how learning is to be demonstrated and measured, there can be a point at which disability-related absences cannot be reasonably accommodated. If at any point, the instructor and/or the student have any questions or concerns about this process, the Attendance Accommodation Agreement and/or the provision of this accommodation, SAS should be notified as soon as possible so they can address the concerns and work to resolve them.**

This agreement is valid with an approved attendance accommodation (as indicated in the student's letter of accommodation for the current semester) only when both the student and instructor have completed and signed this form. If necessary, SAS staff, the department chair or other appropriate administrator may also be included in the discussion. The student is required to provide a copy of the completed and signed Attendance Accommodation Agreement to SAS. Both the instructor and student should retain copies as well.

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 (such as: student will be granted an incomplete if appropriate; student will be advised to withdraw from the course; the number of absences allowed will be reviewed, etc.). SAS should be informed as soon as possible so SAS staff can work with the instructor and student to come to a reasonable solution.

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

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor Name:** \_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Additional signature if required:

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This agreement is valid upon completion and submission by student to SAS in person or via e-mail.**

Form adapted from Texas A&M University Disability Services Modified Attendance Agreement

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