

ATTENDANCE ACCOMMODATION QUESTIONS

Questions to be discussed with your Professor before signing the Attendance Accommodation agreement in your ARC Portal:

The student and instructor should discuss the following questions before student signs agreement in the ARC Portal:

Attendance Accommodation Questions:

1. Maximum number of disability related absences allowed for this student in this course: (please be as specific as possible and avoid vague language.
2. How and when will the student notify the instructor when a disability-related absence occurs: (depending on the nature of the disability is it reasonable to notify the instructor immediately before or after the missed class? How should the student notify you?)
3. Procedure for turning in homework/assignments/projects due the day of the disability-related absence. (If allowed, include the maximum number of days that assignments may be late and how they should be submitted to you. In most cases the extension may be equal to 24 hours. These dates need to be approved of by the professor before the actual due date.
4. Procedure for making up a missed quiz, examination or in-class graded assignment (on a day when it is necessary to have a disability related absence.)

Student Responsibilities:

In order to utilize your Attendance Accommodation, you will need to complete the following steps:

1. Attend the first week of classes and review your syllabus to determine if you will need to utilize the Attendance Accommodation.
2. Email your professor(s) to schedule a meeting to discuss the Attendance Accommodation and agreed upon expectations for each specific class
3. Complete and sign the Attendance Accommodation Agreement in your ARC Portal.

Please note: This accommodation is NOT retroactive, meaning it does not cover any prior absences or work that has already been assigned and is past due before the Attendance Accommodation Agreement has been discussed with your Professors, filled out and signed in the ARC Portal.