

Disability Related Absences Accommodation Guidelines

Accommodation Description: This accommodation is for students with disabilities who experience class attendance as a barrier in their classes due to the impact of their disability. The accommodation of disability related absences is provided when the student has an appropriate disability-related reason for not being able to meet the class attendance policy.

Student Responsibilities: The student must request consideration of this accommodation from the Disability Resource Center, if approved the student must:

- Present their accommodation letter to the instructor of the course and discuss communication expectations, such as:
 - Contacting instructor in a reasonable timeframe prior to the beginning of class.
 - Informing instructor when they will return to class.
 - Proactively discussing how missed exams/quizzes will be made up and assignments submitted.
- The student is responsible for making up any missed work that was completed in class when using the disability related absence accommodation.
- Professional graduate students should adhere to program professional standards that address attendance and total hours required for clinical experiences.

Instructor Responsibilities:

- Provide an open and supportive environment for dialogue for the student to discuss their accommodations.
- Students do not need to provide additional medical documentation as the accommodation letter should be sufficient.
- Discuss how missed assignments, quizzes, and exams can be made up if a disability related absence were to occur on an assignment due date or an exam date.
- If the instructor determines that absences for the course would alter the fundamental elements of the class, the instructor should contact the student's Learning Specialist.

Disability Related Absences Accommodation Plan

Student UF ID#: _____ Student Name: _____

Course (Prefix, Number, Section): _____ Semester: _____

Instructors: You should have received an Accommodation Letter from the student. If you have not received the letter or do not see the disability related absences accommodation listed on the letter, we recommend you email the DRC at accessuf@ufsa.ufl.edu.

- **The student is allotted ___ absences for the course in consideration of this accommodation.**
- **The student has ___ day(s) to complete missed assignments.**
- **In the event of a missed quiz/exam, the plan for making this up is:**

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

The student and instructor should each retain a copy of this agreement for their records.