

Arriving Late to Class or Leaving Early: Accommodation Guidelines

Accommodation Description: Students with various forms of disabilities may experience a barrier in their courses related to arriving to class on time due to the impact of their health. This accommodation is for students who may need to arrive to class in a reasonable timeframe after the class begins without penalty.

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

- Present their accommodation letter to the instructor of the course(s) and discuss communication expectations.
- Consider the impact of this barrier and how often it may occur.
- Discuss with the instructor and determine what is considered a reasonable timeframe that the student can arrive after class has started without penalty.
- 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, as well as communicate expectations and responsibilities for the student to request the accommodation.
- Discuss the expectation that the student is responsible for arriving to class by an agreed period of time after the class begins.
- If the instructor determines that additional travel time for the course would alter the fundamental elements of the class, the student will be informed by the instructor and will return to the Disability Resource Center to discuss other accommodations to address the barrier.

Arriving Late to Class or Leaving Early Student/Instructor Accommodation Plan

Student UF ID#: _____ Student Name: _____

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

In developing this agreement, we advise instructors to work with the student in creating a plan for the remainder of the semester on how and when this accommodation will be used. The student may arrive _____ minutes late without penalty.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

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