

Disability–Related Absence Agreement

When students are eligible to receive this accommodation we ask that the student and instructor engage in a conversation about the instructor’s expectations.

**This conversation should take place at the beginning of the semester and/or upon receipt of the student’s letter of accommodation.**

We are asking that this agreement be filled out during the conversation so expectations can be clearly spelled out.

1. How does the instructor prefer to be notified? Please be as clear as possible and specify a time frame. An example might be that the student will email the instructor as soon as they know they will be absent and no later than 24 hours after class. Student must make it clear that this is a disability related absence and they are requesting to use their accommodation.

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1. What is the plan for making up assignments and tests that are missed? Again try to be specific such as within one week or within 48 hours after absence.

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1. What impact does class attendance, participation and in-class assignments have on grading?

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1. Other specifics that must be understood ahead of time by the student, the instructor and the office of disability services.

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| Course prefix and section number |

This agreement is for:

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| Instructor printed name | Instructor signature | Date |
|  |  |  |
| Student printed name | Student signature | Date |

Please return a copy to the Support Services office as soon as possible. Please let us know if we can facilitate this process in any way.

Thank you for your cooperation and help!

Heather Pack, Director of Support Services, 828-398-7141

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