



ACADEMIC RESOURCE CENTER

Attendance Flexibility and/or Deadline Extension Accommodation Agreement Form

This student has been approved for Attendance Flexibility and/or Deadline Extension Accommodations. This Agreement Form is used to document whether and to what extent the access need for flexibility can be accommodated in your course. Please return the completed form to arc-as@cuw.edu or arc-as@cuaa.edu after it has been shared with and signed by the student.

Instructor's Name: _____ Instructor's email: _____

Course: _____

Section A: Excused Absences/Make-up Participation

Using the Guide to Assessing Accommodation Requests for Attendance Flexibility (www.cuw.edu/ARC-AttendanceFlexibilityGuide), this student may miss class for disability-related reasons beyond the number of allowed absences on the syllabus.

- Adjusted maximum # of excused absences without penalty (e.g. standard =3, adjusted = 6) _____
Additional details or exceptions to allotment, (e.g., lecture absences allowed, discussion not allowed). _____
Plan for make-up participation points, if applicable (e.g., submit additional discussion posts on Blackboard.) _____

Using the Guide to Assessing Accommodation Requests for Attendance Flexibility, I have determined that absences beyond the number allowed in the syllabus is not a reasonable accommodation. Please explain _____

Section B: Deadline Extensions for Assignments (problem sets, lab reports, papers, presentations, etc.)

Using the Guide to Assessing Accommodation Requests for Deadline Extensions (www.cuw.edu/ARC-AttendanceFlexibilityGuide), I have determined that students with a disability may have deadline extensions.

- Notification plan for requesting extensions (e.g., notice before class, by email): _____
Applicable assignments: _____

Please specify the expectations of the deadline extensions.

Timeframe for a deadline extension (check all that apply)

- Due within _____ business days of the original due date. Assignment type _____
Due on _____ (specify revised due date): Assignment type _____

List assignments that are not approved for deadline extensions: _____

Using the [Guide to Assessing Accommodations Requests for Deadline Extensions](#), I have determined that deadline extensions are not a reasonable accommodation. Please explain

****Important Notice to students: The consequences outlined for the class for missing the deadline applies to the adjusted deadline for the student using this accommodation.**

Student responsibilities when using these accommodations:

1. To use these accommodations for disability-related reasons only and to maintain prompt and regular communication with the instructor.
2. To contact the instructor and ARC if unable to meet the terms of this agreement.
3. To be responsible for meeting the policies in the course syllabus and the essential requirements of the course, as is required by all other students enrolled in the course.
4. This agreement becomes effective when sent to the student by the ARC. The terms of this agreement are not retroactive to previous course requirements.

Student's name: _____ **F00#** _____

Student signature: _____