

Modified Attendance Agreement

Student Name: _____ PFWID: _____
Instructor: _____ Course: _____
Semester: _____

Federal law requires colleges and universities to consider reasonable modification of attendance policies if needed to accommodate a student's disability.

The Purdue University Fort Wayne Disability Access Center requires that students with flexible attendance accommodations collaborate with instructors to develop an agreement for the implementation of this accommodation in their course. The student and instructor should have a clear understanding of what accommodations can be made for disability-related absences. Through collaboration, the student and faculty should discuss and determine expectations and processes pertaining to the implementation of this accommodation. The Disability Access Center is available to consult with instructors and students on issues concerning the implementation of this accommodation, and help facilitate the completion of the Agreement. For more information about what should be considered prior to completing this Agreement, visit the Modified Attendance Policy.

- ❖ **What is the maximum number of disability related absences allowed as an accommodation for this student for this course?** Please do not restate the number of absences allowed for all students in the course. Allow the student to explain how many absences they anticipate before determining an appropriate alternate number. Be as specific as possible. Avoid vague phrases such as “flexible”, “to be determined”, or “open”. If needed, provide a separate number for lecture, lab, recitation, etc.

- ❖ **How and when will the student notify the instructor of a disability related absence (email, phone, etc.)?**
Depending on the nature of the student's disability, is it reasonable for the student to notify the instructor of a disability-related absence either before or after the missed class session?
 - A doctor's note will not be required for disability related absences.

- ❖ **What is the procedure for turning in homework/assignments/projects due the day of a disability related absence?** Include maximum number of days assignments may be late and how they are to be submitted.

- ❖ **What is the procedure for making up a missed quiz, examination, or in-class graded assignment given on the day of a disability related absence?**

❖ **What is the procedure for group work, including assignments and meetings, impacted on the day of a disability related absence?**

If attendance can be justified as an essential part of how the course is taught and/or how learning is to be demonstrated and measured, there can be a point at which disability-related absences cannot be reasonably accommodated. If at any point, the instructor and/or the student have any questions or concerns about this process, the Modified Attendance Agreement and/or the provision of this accommodation, the Disability Access Center should be notified as soon as possible, so they can address the concerns and work to resolve them.

If the maximum number of allowed absences is exceeded during the semester, the student and instructor must communicate an appropriate course of action (such as: student will be granted an incomplete; student will be advised to withdraw from the course; the number of absences allowed will be reviewed, etc.) The Disability Access Center should be informed as soon as possible so they can work with the instructor and student to come to a reasonable solution.

Student Name: _____ **Date:** _____
Student Signature: _____

Instructor Name: _____ **Date:** _____
Instructor Signature: _____

All parties should keep a signed copy of this agreement and a signed copy should be returned to the Disability Access Center in WALB 113 or dac@pfw.edu.