Modified Attendance Agreement

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PUID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Semester:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Purdue Disability Resource Center expects that students with flexible attendance accommodations to 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 flexibility exists for disability-related absences/deadlines and develop a written plan. This agreement form is intended to aid the instructor and student as they navigate the modified attendance accommodation. Responses may be completed via email or with additional pages, but the instructor and student should both maintain a current copy of the plan.

DRC staff are available and should be contacted if the instructor or students need assistance completing this agreement. For more information about what should be considered prior to completing this Agreement, visit [Modified Attendance Guidelines](http://www.purdue.edu/drc/students/ModifiedAttendance.php).

* **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 appropriate, 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 should not typically be required for disability related absences.
* **What is the procedure for turning in assignment due the day of a disability related absence?** Include maximum number of days assignments may be late and how they are to be submitted. Different types of assignments may require different plans. Consider the potential impact of an assignment with an upcoming deadline.
* **What is the procedure for making up a missed quiz, test, 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. Please contact the DRC if either of you, student or instructor, develop any questions or concerns about this process or agreement.

If the maximum number of allowed absences is exceeded during the semester, the student and instructor must communicate an appropriate course of action (e.g., 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 DRC should be informed as soon as possible so they can work with the instructor and student to come to a reasonable solution.

**Student Name (Print)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor Name (Print)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All parties should keep a signed copy of this agreement and a signed copy should be returned to the Disability Resource Center.

*Updated January 2021*

*Adapted from guidance and agreements at other institutions including Northern Arizona University and Texas A&M University.*