



TEXAS A&M INTERNATIONAL UNIVERSITY

Disability Services for Students

Modified Attendance & Deadline Agreement

Today's Date: _____

Student Name: _____ Student ID: A_____

Instructor Name(s): _____

Course & Section: _____ Semester: _____

Federal law requires colleges and universities to consider reasonable modification of attendance policies and deadlines, if needed, to accommodate a student's disability when they have been approved for this accommodation.

Disability Services requires that students with a disability-related need for flexibility in attendance and deadlines meet with their instructors to discuss the extent to which modification in attendance policies may be reasonable for each class. Following this meeting, the student and instructor should have a clear understanding of what accommodations can be made for disability-related absences. To facilitate this discussion this Agreement should be reviewed and completed to clearly set out expectations. Disability Services staff is available to consult with instructors and students on issues concerning disability, attendance and deadlines and can facilitate the completion of this Agreement. For more information about what should be considered prior to completing this agreement, visit <https://www.tamui.edu/disability/>

Part 1: Student Information - How might the student's disability affect their course attendance/participation?

1. How often does the disability typically affect the student's ability to attend class/complete assignments?

____ Number of days per week

____ Number of days per month

____ Number of days per semester

____ Other: _____

2. What is the typical duration of an absence/impact due to the student's disability?

____ Hours

____ Days

____ Other: _____



3. How much additional time might a student need to complete an assignment, make up a quiz/exam when impacted by their disability?

- ___ ½ Day (12 hours)
- ___ 1 Day (24 Hours)
- ___ 2 Days (48 hours)
- ___ 3 Days (72hours)
- ___ Other: _____

4. What situations/conditions impact the student’s ability to attend class/complete assignments?

- ___ Time of Day: _____
- ___ Weather Conditions: _____
- ___ Severe symptoms or flare-ups of disabling condition
- ___ Other: _____

NOTE: The student should provide the instructor with a copy of their current semester accommodation letter, which should include the Modified Attendance/Deadline accommodation prior to completing this Agreement

Part 2: Instructor Information: Course Attendance, Participation and In-class Quizzes/Exams

1. Attendance Policy Review & Modification

___ There is not an attendance policy for this course.

Based upon the course syllabus, what is the standard allowed number of absences or percentage (that will not affect a student’s grade)?

_____ total absences (or _____ % of _____ Total Number of Classes)

Modification to attendance policy: What is the number of absences or percentage that would be reasonable and still allow the student to fulfill the learning outcomes of the course?

_____ total absences (or _____ % of _____ Total Number of Classes)

2. In-class Assignments/Quizzes and Exams

What is the protocol for making up an in-class assignment, quiz or exam?

- ___ This class does not require in-class assignments, quizzes/exams.
- ___ Contact the instructor or designee within ___ days to schedule a make-up assignment/quiz/exam.
- ___ The student can complete an alternative assignment/activity to earn assignment points (please detail alternative assignment options in an addendum to this agreement).
- ___ Other: _____



3. Class Participation

___ This class does not require class participation.

___ The student can complete an alternative assignment/activity to earn class participation points. (Please detail alternative assignment options in an addendum to this agreement).

___ The grading rubric can be modified so that it will not penalize a student for missed participation. (Please document modification to grading rubric in an addendum to this agreement)

Part 3: Instructor Information: Assignments/Projects

1. If a student is unable to submit an assignment or project for this course by the posted deadline they should:

___ Submit the assignment within ___ hours of the deadline.

___ Submit the assignment within ___ days of the deadline.

___ Other: _____

___ There are no assignments or projects due for this course.

2. How should the student submit the assignment/project?

___ Email the assignment to the instructor or designee.

___ Bring the assignment to the next scheduled class.

___ Bring the assignment to the instructor's office or drop at instructors' mailbox.

Part 4: Notification Process/Communication Expectations

1. The student should notify the instructor (or their designee) of a disability-related absence or missed deadline by

___ Email: _____

___ Phone: _____

___ Other: _____

2. Student will be responsible for notifying the instructor or designee of a disability-related absence or missed deadline:

___ Within 12 hours of the missed class/deadline

___ Within 24 hours of the missed class/deadline

___ Within 48 hours of the missed class/deadline

___ Other: _____



Part 5: Other parameters or requirements related to modified attendance/deadlines (please attach addendum, if needed):

If attendance and/or assignment deadlines can be justified as an integral 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 and extensions cannot be reasonably accommodated. If at any point, the instructor and/or the student have any questions or concerns about this process, this Agreement and/or the provision of this accommodation, Disability Services should be consulted as soon as possible so they can address the concerns of both the student and instructor in order to help determine if this accommodation is reasonable for the specific course or specific activity and to develop an appropriate accommodation agreement. If the maximum number of allowed absences is exceeded during the semester or extended deadlines are not met, the student and instructor must meet to discuss 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 and deadline extensions allowed will be reviewed and updated, etc.). Disability Services should be informed as soon as possible so they can assist the instructor and student to determine a reasonable and realistic solution.

Student Name: _____

Student Signature: _____ Date: _____

Instructor Name: _____

Instructor Signature: _____ Date: _____

All parties should keep a signed copy of this agreement and a signed copy should be returned to the Office of Disability Services for Students.