



Course Policy Accommodation Agreement

Student to complete this portion. Use additional paper if needed.

Student: \_\_\_\_\_ UCF ID: \_\_\_\_\_

Instructor: \_\_\_\_\_

Course (Prefix, Number, Section): \_\_\_\_\_

Have you submitted the Accommodation Request to SAS? \_\_ Yes \_\_ No

Review the course syllabus. Due to disability/health reasons, what course policy/policies are you concerned about and think may require an accommodation?

Please only check the areas in which you have concerns for this specific course.

- \_\_ Attendance policy and/or participation grade
\_\_ Making up quizzes
\_\_ Making up tests/exams
\_\_ Extensions for or making up class assignments or lab assignments
\_\_ Making up group projects or presentations
\_\_ Other concerns:

Please explain your concerns in each area that you selected and whenever possible, please offer reasonable solutions you would like your professor to consider. You may use the space provided or speak with your professor regarding these concerns.

Multiple horizontal lines for writing answers.



Course Policy Accommodation Agreement (continued)

Instructor to complete this portion. Use additional paper if needed.

Have you received an email from SAS@ucf.edu with the Course Accessibility Letter?

Yes No

If so, does the Course Accessibility Letter state that the student in reference has the Course Policy Accommodation? Yes No

If so, please proceed with this form.

If not, please let the student know you have not received the Course Accessibility Letter.

If the student has a flare up related to the disability/health condition, the student should contact me:

By Email Via Webcourse Mail Other:

If the student has a flare up in their condition and follows the expected communication, I agree to provide the following flexibility for this student\*:

Blank lines for providing flexibility accommodations.

\*Examples of reasonable accommodations are provided on the SAS Website. SAS is a resource for you. Please call or email us if you have any questions or would like guidance in determining reasonable accommodations. You can speak with an Accessibility Consultant via email at SASconsultants@ucf.edu or by calling (407) 823-2371.

Instructor Signature: Date:



## Guidelines and Agreement

I understand accommodations may not fundamentally alter the core requirements of the course and the Course Policy Accommodation is not designed to allow students to miss an unlimited number of classes, assignments, projects, tests and/or quizzes.

**Expected Communication: I agree to communicate with my professors within 24 hours of a missed task if my disability affects my participation or attendance, and I will only use this accommodation for missed tasks related to my disability.**

The student and instructor should each retain a copy for their reference as needed during the semester. Either may submit a copy to Student Accessibility Services for record. Please contact SAS if any questions arise over the course of the semester. Email SAS Accessibility Consultants at [SASConsultants@ucf.edu](mailto:SASConsultants@ucf.edu).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Tips for Instructors

When determining reasonable accommodations for students with the Course Policy Accommodation, please consider the following.

- Based on the course learning objectives, course policies and the student's accommodation request, what course adjustments could be made for the student?
- It is important that we communicate the limitations of this accommodation to the student. For example, if the student is in the hospital for two weeks and cannot keep up with school work, communicate what would happen in that scenario.
- Discuss the importance of communicating with you. Discuss how you prefer to be contacted.

Based on the medical condition *and* the nature of the class, it is important to address the following questions:

- What potential barriers exist relative to the design of the course and the nature of the specific disability? For example, how does the student's disability affect deadlines?
- Is there a reasonable modification to the attendance policy and what, if so? Is there a limit to the number of classes that can be missed?
- Is it reasonable for a test to be rescheduled if missed because of a medical situation and under what conditions if so?
- Is it reasonable for assignments to be made up if not submitted due to medical reasons and under what conditions if so?
- Is it reasonable for online discussion expectations to be modified due to medical reasons and under what conditions if so?
- How and by when the student need to tell the professor if s/he has to miss class or an assignment/test?