



UNIVERSITY OF CENTRAL FLORIDA

STUDENT ACCESSIBILITY SERVICES

4000 Central Florida Blvd.
Ferrell Commons, 7F, Room 185
Orlando, FL 32816-0161

Course Policy Accommodation Agreement

Purpose of Agreement: For student and professor to facilitate the Course Policy Accommodation listed on the Course Accessibility Letter.

Guidance for Students: Complete Page 2 before contacting your professor.

Guidance for Instructors:

The student has opted to work with you directly to identify reasonable options for this accommodation. Complete Page 3 if comfortable doing so. If you would prefer that SAS be more actively involved, please contact us as sas@ucf.edu. More information on this accommodation can be found at: <http://sas.sdes.ucf.edu/policy>

You are receiving this agreement from a student who has a medical condition that is unpredictable in nature. The purpose of this agreement is to determine if additional flexibility exists beyond what is in your syllabus. All requests must be reasonable for both the student and the professor. SAS is a resource for you. Please call (407-823-2371) or email (sas@ucf.edu) if you have any questions or would like guidance in determining reasonable accommodations.

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

- 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 needs to tell the professor if s/he has to miss class or an assignment/test?
- 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.

Student Information to be Completed (Use additional paper if needed)

Student: _____ UCF ID: _____

Instructor: _____

Course (Prefix, Number, Section): _____

Has your Course Accessibility Letter been sent to this professor? 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.

Instructor Information to be Completed (Use additional paper if needed)

You should have received a Course Accessibility Letter from SAS with the Course Policy Accommodation listed on the letter. If you have not received the letter or do not see this accommodation listed, we recommend you contact SAS before proceeding.

In developing this agreement with the students, communicate your expectations and how you agree to offer flexibility around course policies that impact the student due to health condition.

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 (listed in signature section), I agree to provide the following flexibility for this student*:

*Examples of Course Policy Accommodation Agreements are provided at <http://sas.sdes.ucf.edu/policy-professors>.

Guidelines and Agreement

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: The student agrees to communicate with this professor within 24 hours of a missed task if the health condition warranting this accommodation affects participation or attendance. This accommodation cannot be used for any other reason.

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 (sas@ucf.edu)

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____