



UNIVERSITY OF CENTRAL FLORIDA

STUDENT ACCESSIBILITY SERVICES

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

Course Policy Accommodation for Mixed Mode Courses

Date: [Click here to enter a date.](#)

Course: [Click here to enter text.](#)

This Course Attendance Accommodation Arrangement is written for the benefit of:

- Student:
- Instructor :
- Student Accessibility Services

This accommodation is only to be used for the disability/medical/health reason on record with Student Accessibility Services. Use of this accommodation for other reasons, including health matters not on record, seasonal colds and flu, or other non-health related reasons is not acceptable.

This accommodation is specifically designed to build in a slight amount of flexibility around attendance, test dates and course deadlines in order to specifically address the impact of a brief, periodic health or medical experience that interferes with these course activities. The CPA is not designed to support a substantial number of missed classes or lengthy assignment extensions or lengthy delays in taking an exam for reasons beyond brief, periodic flare-ups.

Reasonable accommodations for this course will occur in the following ways when the student's health that is directly associated with this accommodation impacts involvement with the course AND when the student follows the listed *Expected Communication*:

Attendance & Participation (when applicable for the course grade):

- Student may miss up to one additional class beyond what is stipulated in the attendance policy (when applicable) when absences pertain to health reasons on record with SAS. The missed classes do not impact the attendance grade but could impact overall learning.
- For any missed classes, students are responsible for obtaining notes and announcements from classmates.

Assignments (when applicable for the course, such as projects, labs, homework, etc.):

- Student may submit two assignments within 48 hours past deadline when the deadline is missed for health reasons.

Tests and Quizzes (when applicable for the course):

- Student may make up one face-to-face test within two business days or submit the test within 48 hours (if online). The tests may be taken within SAS with proper scheduling notice.
- Student may make up two face-to-face quizzes within two business days or submit the test within 48 hours (if online). The quizzes may be taken within SAS with proper scheduling notice.
- A missed final exam may warrant an incomplete grade, as end-of-semester timing cannot guarantee opportunity to schedule a make-up exam.
- **Please note that course policies in which test or quiz grades may be dropped as part of the final grade calculation cannot be applied when a student misses a test for health reasons.** As part of this accommodation, students must have the opportunity to take the one missed test and two missed quizzes and receive respective grades. Missed tests and quizzes beyond the limits of this accommodation or for reasons not associated with this accommodation may be addressed in accordance with course policy.

Group Discussions (when applicable for the course):

- Requirements for webcourses group discussions need to be completed within the time frame allotted, as learning can only take place during the times when the conversations are active.

Expected Communication:

- For any potentially missed class or missed course activity related to the CPA, the student needs to contact the professor preferably before but definitely no later than 24 hours after the course event (paper due date, test date, etc.) in order to utilize the accommodations outlined in this arrangement.
- **The student must reference this accommodation in the email/communication to assist the professor with managing logistics.**
- **The provision of a doctor's letter should not be required in order to utilize the accommodations outlined in this letter.**
- **Preferred Instructor Communication Info:**

IMPORTANT:

As stated in the UCF Golden Rule Rules of Conduct, certain actions may warrant disciplinary action, including Possessing and/or Providing False and Misleading Information and/or Falsification of University Records, such as (a) Withholding related information, or furnishing false or misleading information (oral or written) to University officials, university and non-university law enforcement officers, faculty or staff. (This information is taken from Page 20 of the 2014-2015 Golden Rule Student Handbook). **Awareness of misuse of this accommodation may result in disciplinary action.**

Regards,

SAMPLE