Course Policy Accommodation (CPA)

Dear (Professor) and (Student),

This email is regarding the CPA to be applied for the following course: XYZ.

Information in this email is related to but different from the Course Accessibility Letter, which was previously sent and outlined other accommodations that may be applicable to this course. This email outlines the specific details for how the CPA will be applied in this class.

Details of this accommodation and usage:

- CPA 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 (sporadic or consecutive) or lengthy assignment extensions or lengthy delays in taking an exam for reasons beyond brief, periodic flare-ups. In some cases, reasonable adjustments may not be possible and the student’s final grade may be impacted should the student choose to stay in the course.
- The provision of a doctor’s letter should not be required in order to utilize the accommodations outlined in this letter since the chronic condition is on record with SAS. (Per course policy, a doctor’s letter for reasons beyond this accommodation can be requested in such situations).

Reasonable accommodations for this course will occur in the following ways when the student’s health directly associated with this accommodation impacts involvement with the course AND when the student follows the listed Expected Communication:
Course Attendance Policy

- Student may miss up to two additional live classes (without grade penalty) beyond what is stipulated in the attendance policy (when applicable).
- This accommodation only applies for courses in which real-time online attendance is required and when a recorded video of the course is not available after the fact.

Assignments

- For assignments in which students have five calendar days or less to complete the task from the day assignment content is fully available to do the work through the day when it is due, the student may submit two assignments within 48 hours past deadline when the deadline is missed for health reasons.
- For assignments with six or more calendar days to complete, assignment deadlines will not be extended as an accommodation. Students must manage time accordingly.
- Group assignments and discussions have a unique timeframe necessary to maintain pace with the project relative to working with a group of students. As a result, CPA consideration does not apply for group work and group discussions. Students must meet the deadlines established in these instances with course grading policies applying, as necessary.

Tests and Quizzes

- For tests and quizzes in which the student has five calendar days or fewer to complete (from the time the test is available until the deadline to finish), the student may make up one test and one quiz within two business days when necessary for health reasons.
- For tests and quizzes with six or more calendar days to complete, test/quiz window deadlines will not be extended as an accommodation. Students must manage time accordingly.
- A missed final exam may warrant an incomplete grade, as end-of-semester timing cannot guarantee opportunity to schedule a make-up exam.

Expected Communication:

- For any potentially missed class or missed course activity due to the health-related reasons associated with 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.
- When the letter's Expected Communication is followed, the accommodation stated in the letter must be facilitated. If Expected Communication does not occur, the opportunity to use the accommodation may be lost.
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. **Awareness of misuse of this accommodation may result in disciplinary action.**

Regards,
Adam Meyer
Director
Student Accessibility Services