Course Policy Accommodation (CPA)

Dear (Professor) and (Student),

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

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. Other reasons, including health or non-health matters not on record, seasonal colds and flu, or COVID do not apply.
- This accommodation is designed to establish a slight amount of flexibility for attendance, test dates and course deadlines when a brief, periodic health or medical experience with potential abrupt onset impacts these areas.
- 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. In these cases, reasonable adjustments may not be possible and the student’s final grade may be impacted if remaining in the course.
- The provision of a doctor’s letter to the professor should not be required to utilize the accommodation since the chronic condition is on record with SAS. (A doctor’s letter for reasons beyond this accommodation can be requested).

Reasonable accommodations for this course will occur in the following ways when the student’s health directly associated with the CPA impacts involvement with the listed course activity 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 a post-video recording is not available.

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 due date, the student may submit two assignments within 48 hours past deadline.
• For assignments with six or more calendar days to complete, deadlines will not be extended. Students must manage circumstances accordingly.
• Group assignments, group discussions and collective class projects 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. Students must meet the deadlines with course 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.
• For tests and quizzes with six or more calendar days to complete, deadlines will not be extended. Students must manage circumstances 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:

• When the student’s health directly associated with the CPA impacts involvement with a listed course activity, 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.) to utilize the listed CPA accommodations.
• 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.