



UNIVERSITY OF CENTRAL FLORIDA

## STUDENT ACCESSIBILITY SERVICES (SAS)

4000 Central Florida Blvd.

Ferrell Commons, 7F

Room 185 Orlando, FL 32816-0161

### **Attendance, Exam and Assignment Adjustment (AEAA) (AEAA Plan Coordinated between Student and Professor)**

- **Purpose of this AEAA Process:** For the student and professor to develop a written plan to concretely and specifically address the AEAA listed on the Course Accessibility Letter (CAL) after the professor receives the CAL via email. The (AEAA) is an accommodation for students with a chronic condition that may impact course attendance or course work. The AEAA may provide some extra flexibility.

#### **Details of this accommodation and usage:**

- **Students must notify of the need to use the finalized AEAA plan within 24 hours of a missed class, exam, or deadline. Unless otherwise specified, any missed exams, quizzes, or deadlines must be completed within 48 hours of the initial exam or deadline date. If the work is not completed within the make-up period, course policies can be applied. Multiple make-up attempts per exam, quiz, or deadline are not reasonable.**
- For students who use this accommodation, a doctor's note should not be requested.
- This accommodation is NOT intended to provide unlimited flexibility, many missed classes (sporadic or consecutive), lengthy assignment or exam extensions, or be automatically applied to all assignments and exams.
- Remote attendance, course recordings, and course notes are not provided/included.
- This accommodation is not meant to be used for everyday illnesses or absences not related to chronic medical situation on record with SAS.

**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.

- This agreement determines if additional flexibility can be provided beyond what is in your syllabus.
- **Complete Page 3 if doing so falls within your course policy/practice.** If the course policy/practice is to work with SAS to finalize a plan, please contact [sas@ucf.edu](mailto:sas@ucf.edu).
- More information on this accommodation can be found at: <http://sas.sdes.ucf.edu/policv>

**Mutual Guidance in Finalizing the Plan:** All requests must be reasonable for both the student and the professor as indicated by the signatures on **Page 4** upon completion. If the student or professor has concerns about the options, contact SAS. (407-823-2371; [sas@ucf.edu](mailto:sas@ucf.edu))

## Information from Student Regarding What is Needed with AEAA

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
- Other concerns:

Please explain your concerns in each area that you selected and whenever possible, please offer reasonable and specific solutions (such as number of days for an extension) you would like your professor to consider. You may use the space provided or speak with your professor regarding these concerns.

## **AEAA Course Implementation (Use additional paper if needed)**

**Professor:** You should have received a Course Accessibility Letter from SAS with the AEAA 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, clearly and concretely communicate your expectations and the reasonable flexibility allowed. **The best plans specify in writing the number of absences allowed, the specific number of make-up exams or late assignments that can be accepted, etc. Written clarity avoids future confusion.**

**If the student needs to use the AEAA, the student should contact the professor via:**

Email     Webcourse Mail     Other: \_\_\_\_\_

\*Examples of Course Policy Accommodation Agreements are provided at <https://sas.sdes.ucf.edu/faculty/>.

**Based on the student concerns listed on page 2, how will the following applicable areas be addressed for your course:**

What is the maximum number of AEAA-related absences (beyond what is listed on the syllabus) allowed for this student for this course? (SAS generally recommends no more than 2-3 additional absences.)

How many exams can be taken after the scheduled date when necessary for AEAA reasons? Within how many days must these make-up exams be completed? (SAS recommends 48 hours)

How many quizzes can be taken after the scheduled date when necessary for AEAA reasons? Within how many days must these make-up quizzes be completed? (SAS recommends 48 hours)

How many assignments can be submitted after deadline if necessary for AEAA reasons? By when must these assignments be submitted? (SAS recommends 48 hours)

List any other considerations necessary for this course.

## **AEAA Guidelines and Mutual Agreement**

Accommodations should not fundamentally alter the core requirements of the course. The AEAA is not designed to allow students to miss an unlimited number of classes, assignments, projects, tests and/or quizzes. If there are concerns about the reasonableness of this accommodation, the professor should contact SAS. This accommodation should not be denied without consulting with SAS.

### **Expected Student 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.
- The professor should provide a resolution to the situation within 24 hours.
- If initial student communication occurs beyond the 24-hour window, then the course syllabus policies may be applied.

This document is only valid with the professor's above expectations clearly listed on this document or clearly noted elsewhere. Furthermore, both student and professor signatures should be made after the professor lists AEAA expectations and student agrees. The student and instructor should each retain a copy for reference during the semester. We highly recommend someone submit a copy to SAS for accommodation record purposes.

If this plan is met or exceeded during the semester, the student and instructor must communicate an appropriate course of action. While the initial agreement can be adhered to, other options may be possible (examples including but not limited to the student will be granted an incomplete, the student will receive pros and cons of staying in the course or withdrawing from it, the number of absences allowed will be reviewed, etc.) SAS should be informed as soon as possible so they can work with the instructor and student to come to a reasonable solution.

Please contact SAS if any questions arise over the course of the semester: [sas@ucf.edu](mailto:sas@ucf.edu)

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

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_