



DISABILITY RELATED ABSENCES ACCOMMODATION AGREEMENT

NOTE: Student and Faculty MUST complete this form TOGETHER

In conjunction with the University of Washington's student attendance policies found in the UW Student Guide (*University Policies: Student Governance and Policies, Scholastic Regulations: Chapter 117*), the Disability Resources for Students (DRS) Office has determined that disability related absences is a reasonable academic accommodation for the following student:

Student Name: _____

Student ID#: _____

Professor Name(s): _____

Quarter/Course/Section: _____

The DRS office realizes that professors have different course absence requirements and that the attendance level required varies from course to course.

This agreement is to be used in assisting the professor and the student in determining a reasonable number of disability related absences in this course. This agreement is to only cover those absences related to the student's disability. The student is responsible for following the professor's syllabus regarding absences due to non-disability related issues.

This agreement must be established before absences have become an issue. Faculty are only required to provide approved disability related accommodations after receiving a letter of accommodation and a discussion between the student and professor has taken place.

The student is not required to disclose to the instructor the details of the absence. Depending on the nature of the student's disability, it is reasonable for the student to notify the instructor of a disability-related absence either before or after the missed course.

Method and timing of the communication of a disability related absence must be agreed up by faculty and student.

When a student is absent due to their disability, they are responsible for the course content, lecture notes and information presented that day. The student needs to arrange how they will obtain this information.

If the professor and/or the student have any questions or cannot agree on the terms of flexibility, the DRS office should be contacted for consultation.

Maximum number of disability related absences allowed for this course: *(an actual number is ideal but if there is flexibility based on the course a range would be acceptable)* _____

Procedure for turning in homework/assignments/projects due the day of a disability related absence; include maximum number of days assignments may be late:

Procedure for making up a missed quiz, examination, or in-class graded assignment given on the day of a disability related absence:

Comments:

NOTE: This agreement is valid with an approved disability related absence accommodation and only when both the student and faculty have completed this form together. Please send the completed form back to the Disability Resources for Students Office. Both the professor and student should retain copies as well.

Student signature

Date

Professor signature

Date

If the maximum number of negotiated absences is exceeded, the student and instructor must meet to discuss an appropriate course of action (examples: student will be granted an incomplete; student will be advised to withdraw from the course; number of absences will be re-discussed). If original agreement is re-discussed, please document below, initial and date, and send copy to the DRS.

Student Initials/Date: _____

Professor Initials/Date: _____