

**The Office of Student Accessibility and Academic Support – Student
Accessibility Services**

401 W. Kennedy Blvd. Box 33F Tampa FL 33606-1490
Phone: (813)257-5757 E-mail: accessibility.services@ut.edu



Modified Attendance Agreement

Purpose of the Process: For student and faculty to develop a written plan to address the modified attendance accommodation listed on the letter of accommodation.

Details of this accommodation and usage:

- Modified attendance is only to be used for the disability/medical/health reason on record with SAS. Health or non-health matters not on record, seasonal colds/flu, or COVID, do not apply.
- This accommodation is designed to establish a slight amount of flexibility for attendance during periodic health or medical instances where abrupt onset impacts attendance.
- Modified attendance is not designed to support a substantial number of missed classes (sporadic or consecutive). 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 faculty 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).

Guidance for Students: Complete **Page 2** before contacting your faculty.

Guidance for Faculty: The students will work with you directly to identify reasonable options for this accommodation.

- You are receiving this agreement from a student who has a disability/medical/health condition that is unpredictable in nature. The purpose of this agreement is to determine if additional flexibility exists beyond what is in your syllabus.
- **Complete Page 3 if comfortable doing so.** If you would prefer that SAS take the lead in finalizing a plan, please contact us at accessibility.services@ut.edu
- More information on this accommodation can be found at: [SAS Modified Attendance](#)

Mutual Guidance in Finalizing the Plan: All requests must be reasonable for both the student and the faculty as indicated by the signatures on **Page 4** upon completion. If either person has concerns about the discussed accommodation options, the student or faculty should contact SAS so SAS can be more directly involved. Call 813-257-5757 or email accessibility.services@ut.edu.

Modified Attendance Need not Fundamentally Alter Course: If attendance and related activities can be justified as an essential part of how the course is taught and/or how learning is experienced, demonstrated and measured, the modified attendance accommodation may potentially be unreasonable. Before denying this accommodation, contact SAS if there are concerns or questions.

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**STUDENT ACCESSIBILITY
AND ACADEMIC SUPPORT**

Student Information – Students Should Complete this Page

Student: _____ UT ID: _____

Faculty: _____

Course (Prefix, Number, Section): _____

Has your faculty received your letter of accommodation? YES _____ NO _____

Review the course syllabus. Due to disability/medical/health reasons, what about the course attendance policy/policies are you concerned about and think may require an accommodation?

Please explain your concerns and offer reasonable and specific solutions you would like your faculty to consider. You may use the space provided regarding these concerns.

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Faculty Information – Faculty Should Complete this Page

Faculty: You should have received a letter of accommodation from SAS with modified attendance 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 students, communicate your expectations in writing using this form. Clearly state the degree of flexibility available to this student around attendance course policies due to disability/medical/health condition. **The best plans specify in writing the number of absences allowed. Avoid vague or ambiguous language and be specific. Written clarity avoids future confusion.**

If the student needs to use their modified attendance, the student will contact their faculty before the course starts, via email, CCing the assigned SAS staff member on the email.

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 disability-related absences (beyond what is listed on the syllabus) allowed for this student for this course?

What is the procedure for making up a missed quiz, exam, or in-class graded assignment given on the day of a disability-related absence? Within how many days must these make-ups be completed?

What is the procedure for group work, including assignments and meetings, impacted on the day of a disability-related absence?

List any other considerations for your course:

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Modified Attendance Guidelines and Mutual Agreement

Modified attendance should not fundamentally alter the core requirements of the course. Modified attendance is not designed to allow students to miss an unlimited number of classes, assignments, projects, tests and/or quizzes.

Expected Communication: The student agrees to communicate with this faculty member *before* the start of each class if the disability and/or medical/mental health condition warranting this accommodation affects participation or attendance. This accommodation cannot be used for any other reason.

This document is only valid with the faculty's above expectations clearly listed on this document. Furthermore, both student and faculty signatures should be made after the faculty lists modified attendance expectations and the student agrees. Once completed, the student should forward this agreement to accessibility.services@ut.edu to put the agreement on record. SAS will send the faculty and the student a copy of this agreement for their records.

If this plan is met or exceeded during the semester, the student and faculty 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 faculty and student to come to a reasonable solution.

Please contact SAS if any questions arise during the semester: accessibility.services@ut.edu

Student Signature: _____ Date:

Instructor Signature: _____ Date: