Attendance Adjustment Accommodation Agreement (Template)

For consultation, contact the student’s Accommodations Specialist. For instructions and examples, visit

<https://arc.unm.edu/accommodations/attendance-adjustment-deadline-extensions.html>.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID: \_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Section A: Excused Absences / Make-up Participation Points

( ) Check if not applicable to course requirements –OR– if student is not requesting any accommodations.

(if checked, skip to next section)

1. Adjusted maximum # of excused absences (e.g. syllabus states 3 absences, recommendation would be six absences): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Additional Details or Exceptions to Allotment, if applicable (e.g. one-time mandatory events):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Plan for Make-up Participation Points, if applicable (e.g. submit summary of reading topic):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Section B: Make-up Quizzes/Exams

( ) Check if not applicable to course requirements –OR– if student is not requesting any accommodations.

(if checked, skip to next section)

1. Timeframe for Make-up Quizzes/Exams (select one):

( ) within \_\_\_\_\_\_\_\_\_\_\_ business days of the original quiz/exam date

( ) by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e.g. specific date, “by end of semester”)

2. Location/Proctor for Make-up Quizzes/Exams (select one):

( ) with the Instructor/TA (specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

( ) at the Accessibility Resource Center

By signing below, both the student and instructor have agreed to this plan. The student also agrees to:

* Only use this plan for disability-related reasons and maintain prompt/regular communication with the instructor.
* Contact instructor/Accommodations Specialist in advance if unable to meet the terms of this agreement (e.g. going over maximum absences).
* Be held to the course syllabus policies if unable to meet the terms of the agreement and no revisions have been made.

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

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

Please email this form to ARC once the agreement is finalized.