



## Attendance Policy Modification Agreement

<b>Student Name:</b>
<b>Course:</b>

### CCA's Attendance Policy Overview

- Regular attendance, punctuality, and full participation as defined in syllabi are expected.
- Absences exceeding 20% of the course may lead to failing.
- Multiple late arrivals may count as an absence.

### Reasonable Modification

This accommodation for attendance modification acknowledges that a student's disability may lead to unforeseen absences or tardiness. It's designed to reasonably modify attendance policies, not to exempt attendance entirely.

Please note, excessive absences can still affect academic performance, as this accommodation should not compromise course learning objectives. It is important for students to communicate with instructors about potential absences. However, certain in-class activities might not be replicable outside of class.

This accommodation is a thoughtful adjustment of attendance expectations, tailored to each course's requirements, rather than a blanket waiver of attendance.

### Disability-Related Absence Limit

Faculty and Chairs are encouraged to consider the following questions when determining a reasonable disability-related absence limit. This accommodation intends to provide additional flexibility for students with disability-related needs, allowing absences beyond the standard 20% of the semester permitted by the college's attendance policy. We aim to ensure equal access while upholding the course's learning objectives.

- What are the core learning objectives of the course, and how does each class session contribute to these goals?
- How does providing additional absences as an accommodation affect the student's ability to meet the course's learning objectives?
- Does the accommodation fundamentally alter any essential course requirements or learning objectives?

What is the determined number of reasonable disability-related absences for this course?

(     ) Absences or (     ) % of Class Sessions

The following questions are designed to encourage open communication between the **instructor** and the **student**. Remember, the goal is for the student to achieve the learning objectives of the course.

1. How and when will the student notify the instructor of a disability related absence? (Before or after the missed class session.)
2. What is the process for turning in homework/assignments/projects due the day of a disability related absence and include maximum number of days assignments may be late? (Generally, a reasonable make-up timeframe is the time equivalent to that which was missed.)
3. 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? (It may be appropriate to consider an alternative assignment, reading, or project for missed class discussions or work.)
4. Do you both agree to meet with disability services once the student has missed 50% of the reasonable disability-related absence limit?
5. Are there any essential projects and/or deadlines that are exempt from this agreement?

Student Name:	Student Signature:
Faculty Name:	Faculty Signature: