



Student Attendance Adjustment Agreement The University of New Mexico

Student Name: _____ Lobo ID#: _____

The Attendance Adjustment accommodation is given when the student has a disability that is episodic and unpredictable in nature. The disability may impact the student's functioning more severely and unpredictably. The student has no way to know in advance when this will occur. This accommodation is intended to create reasonable adjustments to classroom attendance policies stated in the course syllabus, as well as allow for some additional leniency for the student so that their grade is not negatively impacted by disability-related absences.

Please note that this accommodation does not serve as an attendance waiver; students are still expected to attend class. As stated in policy D170 in the Faculty Handbook, attendance during scheduled class times is a necessary part of the learning process.

Generally speaking, a reasonable accommodation for attendance adjustment is the allowance of 50-100% additional absences to what is stated in the syllabus. The amount of attendance flexibility that would be considered reasonable for a given course will depend on the role that attendance and participation play in the learning process. In courses where attendance is determined by faculty to be an essential requirement of the course, minimal absence leniency may be appropriate.

It is very important that either the student or the accommodations specialist contact faculty as early as possible to discuss and agree on how the accommodation will apply to a specific class. The accommodation should be based on the student's individual need, while also considering the impact of absences on other course requirements (such as in-class activities, daily homework, quizzes, and exams). Below, the student has indicated their preference regarding who will initiate the discussion about attendance adjustments. This preference will be in effect each semester the student is enrolled in courses, unless the student notifies ARC that their preference has changed.

When a disability-related absence occurs, the student is responsible for contacting the professor to achieve two purposes: (1) to let the professor know that they were absent due to disability; and (2) to ask if they missed any quizzes, assignments or participation points due to being absent, and if so, to discuss arrangements to make up the missed work.

Student Signature: _____ Date: _____

_____ I prefer to contact faculty to discuss attendance needs.

_____ I prefer my accommodations specialist contact faculty to discuss attendance needs.

Accommodations Specialist Signature: _____ Date: _____