

Dear Professor,

The Office of Accessible Education (OAE) has determined flexibility in attendance/assignments as an appropriate academic accommodation for your student.

Students with this accommodation of disability-related flexibility in attendance/assignments have disabilities that are episodic in nature with random or cyclical acute episodes and as a result, the student may not be able to attend an exam at the scheduled time.

In order to provide the best information to OAE and for OAE to better understand the role attendance plays in the design of your course, we ask that you consider the following before completing this form:

1. How do you calculate the final grade? (attendance, assignments, exams, etc.)

2. Are there any exceptions to the policy made for extenuating circumstances, such as athletic travel or religious observation?

3. How do you calculate the final grade? (attendance, assignments, exams, etc.)

4. Are there any exceptions to the policy made for extenuating circumstances, such as athletic travel or religious observation?

5. How do you calculate the final grade? (attendance, assignments, exams, etc.)

6. Are there any exceptions to the policy made for extenuating circumstances, such as athletic travel or religious observation?

7. How do you calculate the final grade? (attendance, assignments, exams, etc.)

8. How do you calculate the final grade? (attendance, assignments, exams, etc.)

I do not take attendance and do not need to be notified unless the absence is on a day with an exam. If an exam is missed, please notify me by email within 24 hours of the missed exam, or as soon as you are able.

Please notify me by email within 24 hours of the missed class/lab, or as soon as you are able.

Other (Specify Below)

Additional Note or Comment

3.

- Turn in within 48 hours of due date
- Turn in within 72 hours of due date
- Turn in within one calendar week of due date
- Other (Specify Below)

Additional Note or Comment

4.

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- Make up within 24 hours of due date
 - Make up within 48 hours of due date
 - Make up within 72 hours of due date
 - Make up within one calendar week of due date
 - Other (Specify Below)

Additional Note or Comment