

Faculty/Student Flexibility Accommodations Agreement (Two Pages)

To: Faculty Member
From: The Access Center
Re: Flexibility Accommodations Agreement

The **Faculty Notification of Accommodations Letter** should accompany this form. This student has been approved for one or both of the following accommodations, **flexibility with attendance and/or flexibility with assignment due dates**. Therefore, the two of you **MUST** meet privately to discuss and agree to specific guidelines regarding these accommodations for your particular course.

You must put your agreement in writing and answer the specific questions outlined below. Once this is done the document should be signed by both the faculty member and the student. The faculty member must give the student a copy of the signed agreement and fax the original copy to the Access Center at 303-556-6852. If a student is taking only on-line classes then all forms and communication can be sent and completed electronically, without written signatures. In which case, remember to e-mail the Access Center the final agreement (sullivag@mscd.edu).

You are encouraged to contact the Access Center regarding any questions you may have at 303-556-8387.

Important Reminder: Information pertaining to the student's disability is strictly confidential. It is solely at the student's discretion whether or not to self-disclose information regarding their disability.

FLEXIBILITY w/ATTENDANCE AGREEMENT:

ONLY Check if Flexibility in Attendance is NOT Applicable to this Student's Approved Accommodations
(See Faculty Notification of Accommodations Letter – Go to Next Section if Not Applicable)

Address each of the following:

1. **What is the attendance policy for this course and what (if any) implications does attendance have on a student's final grade in the course?**

2.
 - a.) **Determine if you can provide additional attendance latitude for this student without jeopardizing the integrity of the course. Be specific in outlining the latitude you grant so that the student clearly knows in writing if any latitude is acceptable to you.**
 - b.) **Indicate any implications to the student's final grade if their attendance is beyond the latitude you grant in this document.**
 - c.) **If you cannot grant any latitude and maintain the integrity of the course, then you must indicate the reason(s) for this. (i.e., based on the course structure, class participation is the core teaching strategy utilized for mastering the material; classroom interaction is monitored and assessed between students and contributes to 25% of the final grade; etc.)**

