



Office of Institutional Equity and Compliance

Modified Attendance Policy Acknowledgement & Agreement Form

The Office of Institutional Equity and Compliance (OIE) and Student Accessibility Services (SAS) offer accommodations to qualified students with disabilities who may need flexibility with their attendance due to disability related appointments, disability related treatment, and the management of recurrences of symptoms of chronic illness and conditions.

As a student of UMES, you are expected to follow all UMES policies and procedures. By signing this agreement, you are stating that you understand and accept the following guidelines relating to the Modified Attendance Policy Accommodation:

- As possible, you are expected to follow the established attendance policy outlined in the syllabus for each course.
- You are required to complete all course work that is assigned to you, throughout the semester.
- Not all classes can offer flexibility in attendance, if in-person attendance is fundamentally essential to the class. Your instructor has been asked to notify Student Accessibility Services immediately if the modified attendance accommodation would fundamentally alter their course.
- As this accommodation only relates to absences that are related to your qualifying disability/diagnosis, your faculty are under no obligation to excuse absences that are unrelated.
- You are expected to communicate your absence to your instructor as soon as possible. Your instructor is responsible for working with you to develop a plan to complete missed work, as reasonable and applicable.
- For situations that emailing each of your instructors would be difficult, you may email ada@umes.edu and SAS Staff will provide notification to your faculty of your absence. In these cases, we typically ask for documentation of the emergency situation.
- If the number of absences for one course exceeds a level that is reasonable, your instructor may contact Student Accessibility Services and documentation of each absence may be required.

I hereby acknowledge that I have read, understand, and agree to follow the guidelines surrounding the Modified Attendance Policy Accommodation.

Name (Printed): _____

ID #: _____

Signature: _____

Date: _____