**Attendance Leniency Accommodation Agreement (to be completed by Faculty and Student)**

**Student:   
Instructor:   
Semester/Course/Section:**

To provide guidance to faculty and students on how to implement the “attendance leniency considered” accommodation, below are some questions that can be included in your conversation to figure out what is reasonable if/when a student misses class related to their disability. If any concerns come up, please contact the Disability & Access Specialist, or check the DAC website with additional information on how to navigate this accommodation.

1. **If in-class participation is essential to the course, please state the number of classes that can reasonably be missed or the number of absences permitted.** **Be as specific as possible.** (Do not necessarily restate the number of absences allowed for all students in the course.)
2. **How and when should the student notify the instructor of a disability-related absence?** (Depending on the nature of the student’s disability, it is reasonable for the student to notify the instructor of a disability-related absence either before or after the missed class.)
3. **What is the process for turning in homework assignments/projects due the day of a disability-related absence?**
4. **What is the procedure for making up a missed quiz, examination, or in-class graded assignment given on the day of a disability-related absence?**

By signing this agreement, the student and instructor agree to the course specific parameters listed above. This agreement is valid only when both the student and the faculty have completed this form in agreement, and only for absences that are disability-related.

If there is concern that the student is close to exceeding the parameters of this agreement, both parties will inform DAC.

Feel free to email the completed form to DAC (dac@stolaf.edu), and please ensure each person also retains a copy for future reference.

**Student Name: Signature: Date:**

**Instructor Name: Signature: Date:**