



RELAXED ATTENDANCE AND MAKE UP AGREEMENT FORM

This agreement pertains to arrangements made for students who have been approved by SDS for the Relaxed Attendance & Make-Up accommodation, with a current issued Faculty Notification Letter (FNL).

To ensure the student, instructor and SDS share a clear understanding of the Relaxed Attendance & Make-Up accommodation in this course for this term, SDS strongly encourages students and instructors respond to the following points, documenting agreements in writing. Please contact SDS with any questions and for consultation or mediation through this agreement.

1. Please state, as specific as possible, the agreed-upon maximum number of disability-related absences for the student in this course:

Please do not restate the number of absences allowed for all students in the course. SDS considers a general baseline of 2 additional absences. This number may vary depending on the nature of the disability and/or requirements of the course.

2. What is the procedure for making up missed in-class assignments given on the day of a disability-related absence?

Include maximum number of days in-class assignments may be late and how they are to be submitted.

3. What is the procedure for communicating the need to take 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 session, but in a timely, "as soon as possible" manner.

4. How will the student obtain missed material presented on the day of a disability-related absence?

5. What is the procedure for making up a missed quiz, test, or exam given on the day of a disability related absence?

Student: Keep a copy for your records.



KENNESAW STATE UNIVERSITY

DIVISION OF STUDENT AFFAIRS
Student Disability Services

Key Reminders (student and instructor: please initial by each):

Student	Instructor	Agreement Statement
		The nature of this accommodation is for occasional disability-related absences. If requests for absences become frequent or routine, the student may need to consider a medical emergency withdrawal and should consult with their Disability Service Provider at SDS.
		Both student and instructor understand that accommodations are not retroactive; instructors are not obligated to accept previous missed absences.
		If the number of absences exceeds what is agreed upon in this document, the student's grade will be impacted in a way equal to other students in the course.

Student Name:	Signature:	Date:
Faculty Name:	Signature	Date:
Semester:	Course:	

Student: Keep a copy for your records.