

Attendance and Deadline Modifications (ADM) Agreement Form

For instructions: visit our [website](#). For consultation: contact SLDS at slds@osu.edu / 614-292-3307.

Instructor Name.#: Student Name.#:

Course Subject: Course Number: Section: CRN:

Section A: Attendance and Participation

Is attendance and participation graded in this course?

Yes (complete this section)

No (skip to next section)

Number of excused absences (per syllabus): _____

Additional absences permitted with ADM: _____

Plan for making up graded participation points (if applicable):

Section B: Make-up Quizzes/Exams

Are there timed quizzes/exams in this course?

Yes, with specific administration date specified (complete this section)

Yes, and they are open and available for at least one week (skip to next section)

No (skip to next section)

1. Make-up quizzes/exams to-be-completed within the following time range:

a. _____ business days of original date, or

b. By a specific end date: _____

SLDS will proctor make-up exams only if the original exam was also scheduled with the office. Instructor or their designee will administer make-up exams not scheduled with SLDS.

Section C: Assignment Deadlines

Note: This accommodation does not automatically apply to smaller "weekly participation" assignments, such as discussion board posts or short quizzes. Students who experience significant flareups which prevent their weekly participation should contact you and their Access Specialist to discuss on a case-by-case basis.

For each applicable type of assignment in your course, indicate the permissible deadline extension:

Assignment Type (e.g. essay, lab report, project)	Deadline Extension (# of additional days)

Section D: Course Components

Select the applicable component(s) for your course and answer the corresponding questions.

Lab

- Are make-up labs permitted? If yes, how will this be coordinated? If no, how will the graded component be handled for students with ADM?

Studio

- Are studio spaces/equipment accessible outside of the regularly scheduled meeting time? If so can the student utilize make-up sessions outside of the typical class time?

Discussion Based

- Are there graded components associated with the discussion? If so, are alternatives assignments available in the event of an absence?

Group work/projects

- Are alternatives assignments or independent participation methods possible?

- For group projects, are there expectations for groupmate communication or catchup work? Can portions of the group assignments be completed separately or attached to the groups work at a later time?

Clinical/Field Work

- Will the rotation/daily work be disrupted in the event of an unexpected absence? Please specify a plan to address work duties in student's absence:

- Is there flexibility in start/end dates, shift times, or other schedule adjustments in order to mitigate disability impacts or to allow for make-up hours?

Section E: Communication Expectations

How should the student notify you in the event of a flare-up necessitating the use of this ADM agreement? Are there any other expectations you have with regards to communication?

Acknowledgement

By signing below you understand that this agreement is subject to SLDS approval. SLDS may submit revisions to you if the agreement does not meet the requirements for reasonable flexibility.

Note: Using Adobe digital signature will lock this document and prevent further editing.

Instructor/Coordinator Signature: _____ Date: _____

Next Steps:

1. Email this completed form to the student for review.
2. If agreeable to the student, they will then forward the form to slids@osu.edu. If the student has concerns, then they should instead contact their Access Specialist to discuss.
3. SLDS will process received forms and email a finalized copy to you and the student.