

Medical/Disability Related Absences/Assignment Agreement Form-(MDRAAA)

To be completed by faculty member and student; please make copies and return to ODS

Student: _____

Date: _____

Semester _____ Course _____ Course Code _____

Maximum number of medical/disability-related absences as agreed upon allowed for this student for this course: _____

Be specific as possible avoiding vague phrasing

How and when will the student notify the professor of a disability related absence/missed assignment? Depending on the nature of the student’s disability, it is reasonable for the student to notify the professor of a disability related absence either before or after the missed class section.

Procedure for turning in homework/assignments/projects due the day of the disability related absence. Include maximum number of days assignments may be submitted late for credit.

Procedure for making up a missed quiz, exam or graded assignment.

By signing this agreement, student and faculty agree to the course-specific parameters listed above. This agreement is valid with an approved disability-related absence/due date accommodation and only when both the student and faculty have completed this form in agreement. If the absences or extended due dates meet or exceed 50% of those agreed upon in the agreement both parties will inform the Director of Disability Services (ODS). Please send the completed/signed form back to ODS (snoble@westmont.edu) and maintain copies for each person.

Student Name: _____ Student Signature: _____ Date: _____

Faculty Name: _____ Faculty Signature: _____ Date: _____

Notes: