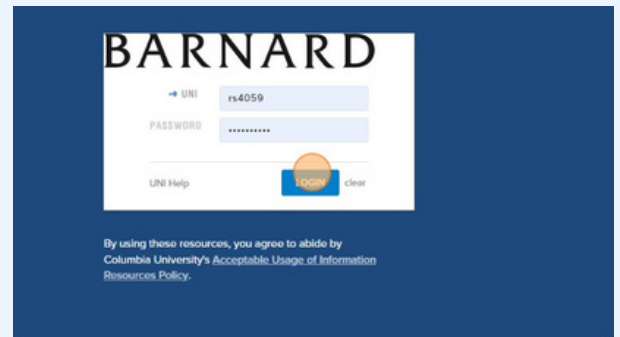
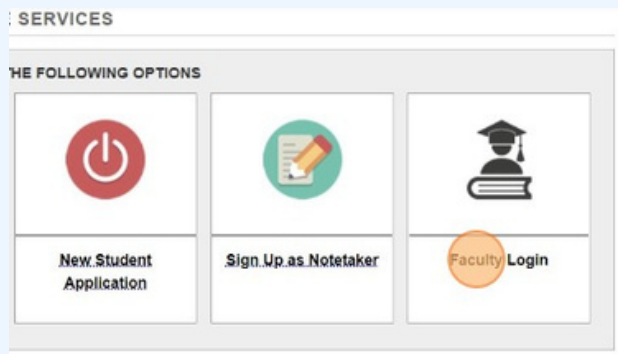


COMPLETING ATTENDANCE ACCOMMODATION PROPOSAL



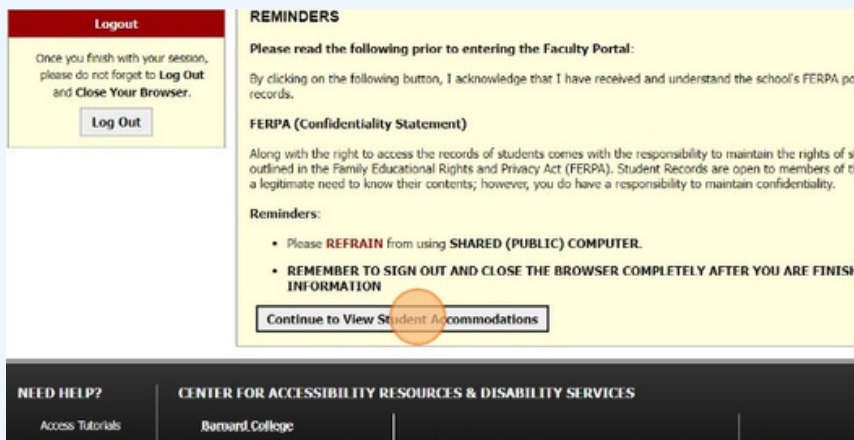
Students with disability-related absences require faculty to submit an Attendance Policy proposal. Scan the QR code for a 2-min how-to!

LOG INTO AIM WITH YOUR FACULTY UNI



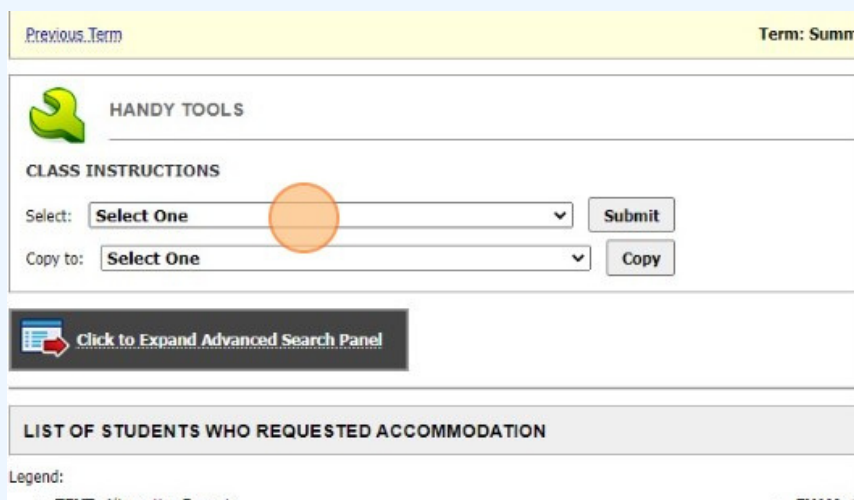
Log into AIM using your UNI.

CONTINUE TO VIEW STUDENT ACCOMMODATIONS



If you haven't already viewed and electronically acknowledged student accommodations, do so by pressing 'Continue to View Student Accommodations.'

Additional steps for acknowledging accommodations can be found in the module.



Locate the green wrench with text that reads 'Handy Tools.' Below Class Instructions, click the drop down menu and select your course.

COMPLETING ATTENDANCE ACCOMMODATION PROPOSAL



Students with disability-related absences require faculty to submit an Attendance Policy proposal. Scan the QR code for a 2-min how-to!

COMPLETE ATTENDANCE ACCOMMODATION PROPOSAL

Select your course and press submit

If you are requiring student attendance as a graded component of your course, select yes to question 1. Continue on to note whether you are recording your class lectures to be available to the class.

Continue on to fill in the proposed maximum number of disability-related absences allowed for students in this course. This should not be the restated number of absences allowed for all students in the course- be as specific as possible. Avoid vague phrases such as "flexible." If you do not require attendance, you may also state that here.

COMPLETING ATTENDANCE ACCOMMODATION PROPOSAL



Students with disability-related absences require faculty to submit an Attendance Policy proposal. Scan the QR code for a 2-min how-to!

COMPLETE ATTENDANCE ACCOMMODATION PROPOSAL

the number of absences allowed for all students in the course. Be as specific as possible "flexible", "to be determined", or "open". Please note that if you do not require attendance here: ...

4

4. If you require attendance, how and when will students with an attendance accommodation notify the instructor of a disability-related absence (email, phone, etc.)? If this is not applicable to your course, please state "N/A".

5. Proposed procedure for turning in homework/assignments/projects due the day of a disability-related absence:

6. Proposed procedure for making up a missed quiz, examination, or in-class graded assignment given on the day of a disability-related absence:

If you require attendance, how and when will students with an attendance accommodation notify the instructor of a disability-related absence (email, phone, etc.)? If this is not applicable to your course, please state "N/A".

Email the TA and copy the instructor

Proposed procedure for turning in homework/assignments/projects due the day of a disability-related absence:

Email assignment to the TA and copy instructor

Proposed procedure for making up a missed quiz, examination, or in-class graded assignment given on the day of a disability-related absence:

If student is eligible for exam accommodations, make arrangements with CARDS. If not, email TA and copy instructor to arrange for a make up time

Continue through the form and include how students with an attendance accommodation should notify the instructor of a disability-related absence. If this is not applicable to your course, write "N/A." Then, complete your proposed procedure for turning in homework/assignments/projects due the day of a disability-related absence, followed by the proposed procedure for making up a quiz or exam

6. Proposed procedure for making up a missed quiz, examination, or in-class graded assignment given on the day of a disability-related absence:

If student is eligible for exam accommodations, make arrangements with CARDS. If not, email TA and copy instructor to arrange for a make up time

[Submit Form](#)

Questions? Contact Us!

Please contact our office if you have any questions regarding this form.

Center for Accessibility Resources & Disability Services
101 Altschul Hall
3009 Broadway
New York, NY 10027
Phone: (212) 854-4634 (Voice)
Fax: (212) 280-8768
Email: cards@bamard.edu

Submit the completed form. The students in your course with this accommodation will respond on whether the proposal meets their specific disability-related needs. If they do not respond within three days, the attendance proposal will be active.