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

**COMPLETING ATTENDANCE ACCOMMODATION PROPOSAL**

Log into AIM using your UNI.

**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.
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.
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

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.

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.