



UNIVERSITY OF CENTRAL FLORIDA

STUDENT ACCESSIBILITY SERVICES

4000 Central Florida Blvd.
Ferrell Commons, 7F, Room 185
Orlando, FL 32816-0161

Expectations, Guidance, and Reminders for Using Attendance, Exam and Assignment Adjustment (AEAA) Accommodation Effectively

- The Attendance, Exam, and Assignment Adjustment (AEAA) accommodation is for students with chronic conditions that may impact attendance or coursework.
- If you are using the AEAA Student Initiated option, SAS highly recommends that you get a final plan in writing with specific details on what flexibility is possible for attendance, exams, and assignments.
- If using the AEAA Coordinated Through SAS option, thoroughly review each course's created plan and respond as necessary.
- Missed course events (attendance, exams/quizzes, or assignments) that occur before AEAA plans are finalized will be addressed through the course policies and not the AEAA accommodation. Until a plan is finalized, students will need to follow the policy in place for the whole class as stated on the course syllabus. Contact the professor and SAS if concerns arise during that time.
- Students must notify professors of the need to use the finalized AEAA plan within 24 hours of a missed class, exam, or deadline.
- For students who use this accommodation, a doctor's note should NOT be requested.
- AEAA offers reasonable flexibility that varies by course and does not necessarily cover frequent or extended absences, guarantee deadline extensions for all assignments, or apply to all coursework by default. Understand that this accommodation has limits. This accommodation is not a license to miss class whenever. Most every class has an absence limit that, once exceeded, makes it impossible to satisfy course objectives. Professors have a responsibility to uphold educational requirements and standards. Other options, such as a medical withdrawal, may need to be discussed in certain situations. Responsibility for completing all class work is always in effect.
- AEAA is not for everyday illnesses or absences unrelated to the documented chronic condition on file with SAS.

- Remote attendance, course recordings, and course notes are not provided/included as part of the AEAA accommodation.
- Extended absences (e.g., a week or more) require **direct coordination with the professor**. In these cases, SAS can be involved (optional). Additional planning may be necessary.
- SAS believes that good time and project management skills as well as effective decision-making relative to personal circumstances are important for all students. This accommodation does not address inefficiencies in these areas. Thus, the SAS position is that assignments with more than one week to complete can be done successfully with proper time management, as well as planning, and need not warrant an accommodation except in extenuating circumstances that will be considered case-by-case..
- Read all emails pertaining to the accommodation and respond in a timely manner as necessary.
- Follow the Expected Communication precisely when you need to utilize the accommodation.
 - Have your professors' email addresses and syllabus-listed phone number stored in your cell phone or on a piece of paper kept in your wallet so that you may access it quickly when necessary.
- Contact SAS and your professors as soon as you experience any substantial changes in your health that may impact your course involvement.