Acknowledgement of Student Request Form Addendum
Detailed Implementation Plan

Instructions:

- Only students with accommodations under “Accommodations Requiring Detailed Implementation Plan” are required to complete and submit this Plan.
- Students and instructors should both participate in developing the Detailed Implementation Plan. All parties should make a copy of the Plan for their records. The original must be submitted to the DSS office either via e-mail to dissup@umd.edu or in person.
- One Plan should be completed per course/instructor.
- See Acknowledgement Form Guidelines on the DSS website for more information.

Purpose:

The purpose of completing a Detailed Implementation Plan is to establish and document specific parameters of your accommodation(s). Your instructors should assess the impact of attendance and extended due dates and determine reasonable modifications for their courses. An implementation plan allows the opportunity for students and professors to discuss how attendance and extensions on assignments can be accommodated. The plan will provide details of the instructors’ expectations of the student and what steps are necessary for the student to meet the academic objectives of each individual course. Please be specific when completing the plan, including such parameters as: 1) when absences become excessive and will impact the student’s progress in the course, and 2) reasonable time frames for extensions on due dates (i.e., number of hours/days). If after deliberate consideration, the instructor determines that attendance is an essential requirement, this accommodation may not be applicable. The same may apply if it is determined that extensions on due date would fundamentally alter the standards set in a class.

If additional space is needed, please use the back of this sheet.