**Acknowledgement of Student Request Form**

**Guidelines**

The Acknowledgement of Student Request Form is replacing the Instructor Signature Sheet. It can be downloaded from the DSS website under Forms: [http://www.counseling.umd.edu/dss/forms/](http://www.counseling.umd.edu/dss/forms/)

**Instructions**

1. Download and print the **Acknowledgement Form** from the DSS website.
2. Obtain an instructor signature for each course you will be using your accommodations. If additional signature lines are needed, please use the backside of the sheet.
3. Complete the **Acknowledgement Form Addendum** (Detailed Implementation Plan) **IF** you have any accommodations listed under “Accommodations Requiring Detailed Implementation Plan.”
4. Return **Acknowledgement of Student Request Form** and **Detailed Implementation Plan (if needed)** to the DSS office via e-mail to dissup@umd.edu or in person.

**Additional Instructions for Acknowledgement Form Addendum - Detailed Implementation Plan**

- **Only students with accommodations under “Accommodations Requiring Detailed Implementation Plan” on their accommodation letter are required to complete and submit the Acknowledgement Form Addendum.**
- 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.
- One Plan should be completed per course/instructor.

**Purpose of Addendum**

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.