Acknowledgement of Student Request Form and Detailed Implementation Plan

Guidelines

The Acknowledgement of Student Request Form can be downloaded from the Accessibility and Disability Service (ADS) website under Forms: http://www.counseling.umd.edu/ads/forms/Instructions

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

Purpose of Detailed Implementation Plan

The purpose of completing a Detailed Implementation Plan is to establish and document specific parameters of listed accommodation(s). Instructors should assess the impact of attendance and extended due dates on course requirements and determine reasonable modifications for their courses. An implementation plan allows students and professors the opportunity to discuss how attendance and extensions on assignments will be accommodated. The plan should include detailed information regarding instructors’ expectations of the student and what steps are necessary for the student to meet the academic objectives of a course.

When completing the addendum, please be specific. Include 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). Instructors are encouraged to contact Accessibility and Disability Service (ADS) if you feel that attendance or assignment completion is becoming an issue that is impacting the stated learning outcomes for your course. We will be happy to work with you and the student to help determine what is reasonable and appropriate.

Things to consider when Creating a Detailed Implementation Plan For Extended Due Dates

1. All plans must be established before the due date of the assignment; ideally when the assignment is handed out
2. Plans should clearly list the following information:
   a. the name of the assignment, or group of assignments
   b. the deadline for requesting the extension
   c. the length of the extension for the assignment or group of assignments (i.e. 24 hours, 2 days, 2 weeks etc.)
   d. the process for submitting the assignment/group of assignments (i.e. ELMS, email, in person etc.)
   e. the specific (extended) due date(s)
f. the expectations of the instructor if the student does not submit the assignment(s) by the extended due date (i.e., will the assignment be accepted, will the grade be impacted, etc.?)
g. options, if any, if either the student or instructor finds it necessary to adjust the plan after the implementation date.

**Things to Consider when Creating a Detailed Implementation Plan for Periodic Absences**

1. All plans must be established when the student meets with instructors to share their accommodations letter or shortly thereafter (but prior to an absence). Absences might occur periodically and on short notice. Plans should address proactive processes to address this.

2. Detailed Implementation Plans do not excuse absences. It is important to fully understand how absences impact each individual class.

3. Non-disability-related absences (such as religious holiday observance, non-related illnesses, caring for family member, traffic etc.) are not covered by this accommodation.

4. Plans should clearly list the following information:
   a. the name of the class
   b. the class attendance policy, if any
      i. the impact, if any, of class attendance on the grade in the course?
      ii. The maximum number of absences a student can incur in the course and still pass (without considering graded work)
   c. the outcome of a student missing more than the maximum number of absences
   d. arrangements the student should make if an absence occurs during a major grading event (quiz, exam, presentation, assignment due date, etc)
      i. Include timeframes and other expectations of the student to make up missed work.
   e. options, if any, if either the student or instructor finds it necessary to adjust the plan after the implementation date.