



Conservatory Accommodations Agreement Form

(Revised January 2022)

Student Name: _____ Semester: _____

Course: _____ Instructor: _____

It is the Student's Responsibility to:

- Read this form in its entirety;
- Schedule an appointment with each class instructor to discuss implementation of the academic accommodations authorized in the e-mail notification the professor received;
- Once the parameters have been fully discussed and detailed on the form below, please feel free to meet with Student Disability Services if you would like SDS to review the agreement;
- If any changes are to be made, please discuss them with your professor. Once you have fully reviewed the agreement, please request a copy of the finalized form from the professor.¹

It is the Instructor's Responsibility to:

- Review the Notification of Academic Support Services (e-mailed from SDS) before meeting with the student;
- In a confidential setting, collaborate with the student to determine how the accommodations will be implemented;
- Complete the form below, providing details of the agreed upon parameters of the student's accommodations;
- Encourage the student to discuss the form with SDS before finalizing, should they so choose;
- Once finalized, please sign and date the form (the student may sign *or* indicate participation below), and ***e-mail a copy of the completed form to the student.***

Accommodations Arrangements:

Flexibility in Attendance: _____

Flexibility in Due Dates: _____

Other: _____

Signatures

Student (Signature Optional *)

Date

Instructor

Date

¹ Accommodations will be provided after this form is completed and dated.

✦ If the agreed-upon parameters need to be re-evaluated during the semester, please notify the professor and schedule a meeting with **Scott Laurent(LaurentR@umkc.edu)** in SDS immediately. If new arrangements are necessary, a new Conservatory Accommodations Agreement Form should be completed, showing the date the new agreement becomes active.

✦ Accommodations cannot be retroactively applied if there are any mid-semester changes.

* I, _____, participated in this accommodations implementation meeting. (please check box)
(Student Name)