

# Creating an Instructor Agreement

An Instructor Agreement is utilized in situations where a student is requesting flexibility beyond the outlined accommodation description and is only applicable to specific accommodations. If you are uncertain if an Instructor Agreement applies to you, please contact your Disability Specialist.

1. To submit an Instructor Agreement, students and faculty must meet virtually or in-person to discuss what edits are to be made to the provided accommodation.
  - It is the responsibility of the student to initiate this meeting and the faculty to be available to participate in this dialogue.
  - This process must be completed for every class in which a student requires an edit to their accommodation and requires separate, individual meetings with all instructors.
  - Students are **NOT** permitted to complete an agreement without engaging in this meeting with their instructor(s).
2. During the student and faculty meeting, the student will log in to their Student Portal and navigate to the Agreements with Instructors link under My Accommodations.
3. Next, select the applicable course using the Select Class drop-down menu and use the Create Agreement with Instructor button to begin filling out the form.
  - If you do not see a course listed for which you need the accommodation, please be sure that you have requested your Disability Notification Letters and that the emails have been sent to all relevant instructors. If you have further questions, please contact your disability specialist.
4. The student verifies that the instructor's name is correct by selecting the instructor for which this agreement applies.
  - There may be more than one instructor listed.
  - Below instructors, students and faculty can review the description of the accommodation and the expectations of how the accommodation is to be implemented.
5. The student then enters the information, answering each of the questions configured in the template.
  - It is within these questions that the student and faculty will discuss reasonable and feasible considerations beyond the outlined accommodation and address any limitations that may exist with the implementation of such accommodation, such as restrictions on extensions for group projects.
6. After all questions have been answered, the student must agree to the Term(s) and Condition(s). Once completed, the student uses the Submit Agreement with Instructor button to submit the agreement.
  - An email is sent to the instructor, student, and the Disability Reception email outlining all parts of the agreement.

A student can view or make edits to the agreement at any time by navigating to the “Agreements with Instructors” link and selecting to “View” any of the existing agreements. This edit should only be made if it has been discussed in advance with the instructor and all parties have agreed to the edit.

To make edits, students must first agree to the terms that an instructor will be immediately notified of all changes to an agreement before they can proceed.

Once they have selected “Modify agreement with Instructor”, they will be able to edit any of the template questions and resubmit the agreement. If an updated to an agreement is made, an email is sent to the instructor, student, and the Disability Reception email outlining all parts of the agreement updates.

### Important Notes

Faculty do not have the ability to create or update agreements. If faculty have specific questions about an existing agreement, they are to contact the disability specialist.

No submissions of agreements are to occur without instructor input and the student’s specialist should be notified immediately if an agreement is drafted without consultation with the instructor.

If an agreement is not submitted, the accommodation will default to the outlined accommodation description located in the student's Disability Notification Letter or in the Instructor Portal.