

Student Reference

Using Accessible Learning Management (AIM)

Agreements with Instructors



JACKSONVILLE STATE UNIVERSITY

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the FRIENDLIEST CAMPUS *in the* SOUTH

When should I use this?

To assist Disability Resources in working with you and your professors, please complete the Agreements with Instructor forms. These are only requested for accommodations such as:

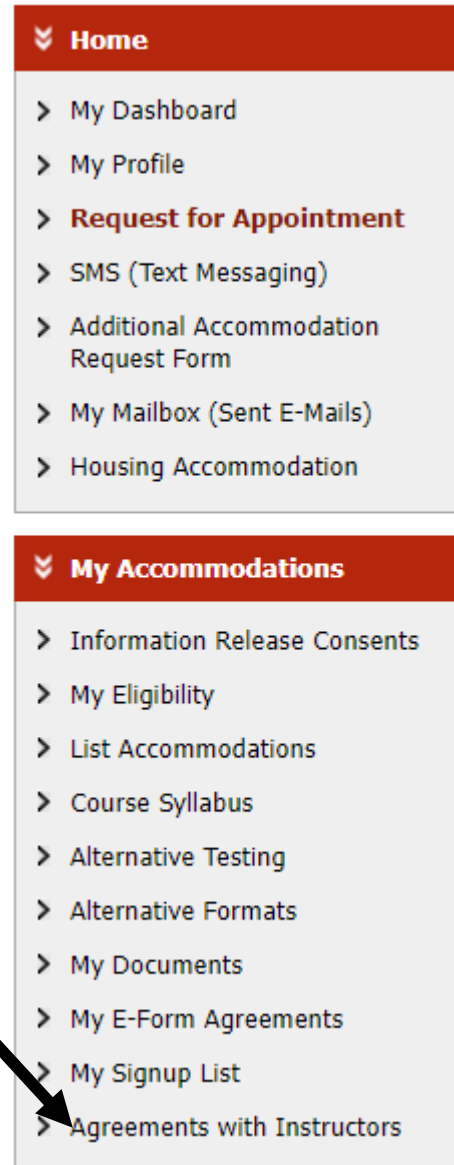
- Completing Missed Assignments
- Extending Assignment Deadlines
- Attendance Modifications

Remember, students should never be negotiating their accommodations. Please contact your specialist if you have any questions or concerns about the implementation of accommodations in a course.



Navigating to the Agreement Forms

If you have requested any qualifying accommodations, you will have a link that appears in the “My Accommodations” navigational menu. This is the “Agreements with Instructors” link. Click this link to record the agreement.



The image shows a screenshot of a web navigation menu. It is divided into two main sections: "Home" and "My Accommodations". The "Home" section includes links for "My Dashboard", "My Profile", "Request for Appointment", "SMS (Text Messaging)", "Additional Accommodation Request Form", "My Mailbox (Sent E-Mails)", and "Housing Accommodation". The "My Accommodations" section includes links for "Information Release Consents", "My Eligibility", "List Accommodations", "Course Syllabus", "Alternative Testing", "Alternative Formats", "My Documents", "My E-Form Agreements", "My Signup List", and "Agreements with Instructors". A black arrow points from the text box on the left to the "Agreements with Instructors" link in the "My Accommodations" section.

- Home
 - My Dashboard
 - My Profile
 - Request for Appointment**
 - SMS (Text Messaging)
 - Additional Accommodation Request Form
 - My Mailbox (Sent E-Mails)
 - Housing Accommodation
- My Accommodations
 - Information Release Consents
 - My Eligibility
 - List Accommodations
 - Course Syllabus
 - Alternative Testing
 - Alternative Formats
 - My Documents
 - My E-Form Agreements
 - My Signup List
 - Agreements with Instructors

Agreements with Instructors: Selecting Course

Completing a New Form: To complete a new agreement form, the first step is to select your course from the “Select Class” dropdown menu and click the “Create Agreement with Instructor” button.

List Completed Agreements: If you have already completed an agreement, it will be listed under the “List of Agreements with Instructors” section of the page.

AGREEMENTS WITH INSTRUCTORS



IMPORTANT NOTE - READ FIRST

There may be reasonable accommodations considered for students with chronic conditions that are episodic. These reasonable accommodations are implemented to ensure access and that students are not disproportionately penalized. There may be times when the requested accommodation may not be reasonable. If you believe that the accommodation is not reasonable when taking into account course objectives, pedagogical methods, and fundamental or essential course requirements, contact Disability Resources and articulate why the modification is not reasonable. Faculty should not deny an accommodation.

[Previous Term](#)

Term: Summer 2023

[Next Term](#)

STEP 1: SELECT YOUR COURSE

Please select from the following list of classes to create an agreement with your instructor. If you are unable to find your classes below, please make sure your accommodation request has been approved and faculty or instructor has been notified.

Select Class:

LIST OF AGREEMENTS WITH INSTRUCTORS

No Data Found - Please Try Different Search Option

Agreements with Instructors: Complete Form

Select Instructor: Some courses have multiple instructors. Select the instructor of the course which you discussed your accommodations with.

Accommodation and Description: Each accommodation requiring an agreement will start with the type of accommodation followed by special notes and reminders about the accommodation.

Agreement: Complete each question documenting how the accommodations are implemented in the course.

AGREEMENT FOR ODR 101.01 - INTRODUCTION TO AIM

Select One Instructor

Please select the instructor who will be receiving this agreement, if it is not listed below, please contact our office:

Sean Creech

Attendance Modification Agreement

Attendance modifications are designed for students who, due to the nature of their disability or condition, may experience episodic events which impede their ability to attend class as scheduled. It is not designed to support an unlimited number of missed classes. Determination of the extent of this accommodation being reasonable should be made on a course-by-course basis and should not fundamentally alter the core requirements of a course.

- The attendance modification agreement established in each class is expected to be followed.
- Students should not negotiate their accommodations. If questions exist on how to implement the accommodation, contact Disability Resources.
- This accommodation does not mean that unlimited absences can be permitted.
- Students are expected to fulfill all course requirements and be held to the same evaluation standards as specified in the class syllabus.
- Students are expected to contact faculty in advance of the anticipated absence or as early as possible following an unexpected disability-related absence.
- It is the student's responsibility to obtain material and notes from any missed lectures or classes and discuss any make-up work, if applicable.

1. What is the stated attendance policy in the course policies/syllabus? (If none stated, type "none" or "n/a") *

2. Is attendance calculated into the final grade? *

Yes

Agreements with Instructors: Review and Submit Form

Terms/Conditions: After answering the questions, review the affirmation statement. Select the checkbox to signify your agreement to the statement, if you agree.

Submit/Update: When all items in the form are addressed, you are able to submit the agreement by clicking “Submit Agreement with Instructor” or “Update Agreement with Instructor” if you are updating it.

The screenshot shows a web form for instructor agreements. At the top, there is a header 'Term(s) and Condition(s)'. Below it, a text prompt asks the user to indicate they have read and agreed to the following statement(s). A checkbox is provided for the statement: 'I have discussed this agreement with my instructor and how the accommodations will be implemented in this course. I verify that all information is correct and true to my knowledge. I understand that if I have any questions about the agreement, I will contact my Specialist.' Below the checkbox are two buttons: 'Update Agreement with Instructor' and 'Cancel Any Changes'. At the bottom, there is a yellow banner with the text 'Questions? Contact Us!' and a link to contact the office for questions regarding agreements with instructors. Two black arrows originate from the text boxes on the left: one points to the checkbox, and the other points to the 'Update Agreement with Instructor' button.

Term(s) and Condition(s)

Please indicate that you have read and agreed to the following statement(s):

I have discussed this agreement with my instructor and how the accommodations will be implemented in this course. I verify that all information is correct and true to my knowledge. I understand that if I have any questions about the agreement, I will contact my Specialist.

[Update Agreement with Instructor](#) [Cancel Any Changes](#)

Questions? Contact Us!
Please contact our office if you have any questions regarding your agreements with your instructors.

Need assistance?

Any of your Disability Resource team members are happy to help get you going.

Office of Disability Resources

- Visit us on the 2nd Floor Houston Cole Library
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- Email us at disabilityresources@jsu.edu
- Visit us online via www.jsu.edu/disabilityresources

We are also available for your unit meetings or provide one-on-one assistance.



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