

Detailed Implementation Plan

(for Accessibility and Disability Service (ADS) Accommodations)

Instructions:

- Only students with accommodations under “Accommodations Requiring Detailed Implementation Plan” are required to complete and submit this Plan.
- Students, instructors and ADS should all participate in developing the Detailed Implementation Plan. Instructors are encouraged to contact Accessibility and Disability Service (ADS) during plan development; we are available to work with you and the student to help determine what is reasonable and appropriate with regards to flexible accommodations. We can be reached at 301-314-7682 or adsfrontdesk@umd.edu.
- All parties should make a copy of the Plan for their records. The original must be submitted to the ADS office either via e-mail to adsfrontdesk@umd.edu or in person.
- One Plan should be completed per course/instructor.
- See Acknowledgement Form Guidelines on the ADS website for more information.

Points 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, 1 week, etc.)
 - d. the process for submitting 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.

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

(name)

(UID #)

(course)

(date)

(semester)

Instructor Name (Print): _____

Date: _____

Instructor Signature: _____

Student Name (Print) _____

Date: _____

Student Signature: _____