DAO Deadline and Attendance Adjustment (DAA) Semester Plan

**Student Name:**

**Course Name:**

**Course Head Name:**

**TF(s) Name(s):**

The Disability Access Office has created guidance for faculty to help determine reasonable extension and attendance policies for students approved for DAA. For more information please visit: <https://dao.fas.harvard.edu/services-overview/deadline-attendance-adjustment-daa/>

The DAA is not designed to support a substantial number of missed classes (sporadic or consecutive) or lengthy assignment extensions. In these cases, reasonable adjustments may not be possible and the student’s final grade may be impacted if they remain in the course.

# DAA Course Deadline Extension Policy

Total number of extensions allowed for all students in the course:

­­Total number of additional extensions allowed for students with DAA accommodation (disability-related health events only):

Additional information or context about deadline extensions (including duration):

# DAA Course Absence Policy

Total number of absences allowed for all students in the course:

Total number of additional absences allowed for students with DAA accommodation (disability-related health events only):

Additional information or context below about attendance/absences:

The following communication plan should be followed if you need to miss a class or lab for disability reasons. Failure to communicate with course staff as agreed in this plan may impact your grade and ability to successfully complete the course.

Name of person you should contact:

Communication expectations: