



SAINT LOUIS UNIVERSITY

CENTER FOR ACCESSIBILITY AND
DISABILITY RESOURCES

Flexible Attendance and Flexible Deadlines Accommodations

A Student Guide for Discussion and Implementation.

Disability accommodations look different for every student and will depend on what each individual student will need during their time at SLU. Students are expected to follow established course attendance and deadline policies. However, some diagnoses are episodic in nature resulting in students occasionally missing class or an assignment deadline. Both the flexible attendance and flexible deadlines accommodations build in a limited amount of flexibility to address the impact of acute exacerbations of a student's disability on attendance and deadline completions.

The Center for Accessibility and Disability Resources recognizes the importance of course attendance and the completion of assignments on time. These accommodations are not meant to allow students to miss as many classes as desired or to never submit coursework/assignments by an established deadline.

Due to the nature and intricacies of these accommodations, the appropriate level of flexibility granted to students is highly dependent upon the design of the course, the program in which the course is housed, and any aligning accreditation standards for the major or program.

To implement a flexible deadlines and/or flexible attendance accommodation into a course, students must initiate communication with their instructor as soon as possible. Ideally, setting up these accommodations at the beginning of the semester is the best option for both the student and the instructor (if applicable). In the initial communication with your instructor, it should be indicated that you are requesting to implement your flexible deadlines and/or flexible attendance accommodation and that you would like to discuss the accommodation(s).

Students cannot use these accommodations for non-diagnosis/disability reasons, such as:

- Balancing job commitments/requirements and class responsibilities
- Attending an internship that conflicts with a class at the same time
- Selecting specific deadline dates that are unrelated to the diagnosis/disability
- Absences or incomplete work due to family/personal emergencies, unrelated sicknesses, or athletic commitments

Instructor and Student Communication.

Clear communication is critical in ensuring all parties understand the parameters of a flexible attendance and/or flexible deadlines accommodation. CADR requests the instructor and student to complete the Flexible Attendance Agreement Form and/or Flexible Deadlines Agreement Form to document the accommodation's implementation plan. The agreement forms are completed through DocuSign, which will ask both the student and the instructor to sign the agreement form. CADR will keep a record of each agreement form and add it to the student's file.

Students are responsible for initiating communication with their instructor if they desire to implement the accommodation into a course. Instructors are not required to reach out to each student individually asking to discuss this accommodation.

Process of Implementation.

1. Student contacts the instructor indicating that they would like to implement a flexible attendance accommodation and/or flexible deadlines accommodation and requests a meeting to discuss the accommodation(s).
2. Instructor and student meet in a private appointment to discuss the implementation of the accommodation. A CADR staff member may be present for this meeting, depending on the student's preference.
3. After agreeing to an implementation plan, the student and instructor complete the accompanying agreement form.
4. The student and the instructor sign the agreement form.
5. CADR staff obtain the documented agreement and add it to the student's file.

Flexible attendance and flexible deadlines accommodations are **not** retroactive.

Rights as a Student.

- As a student, you have the right to equal access to courses, programs, facilities, and activities offered through the university.
- As a student, you have the right to request reasonable and appropriate accommodations and academic adjustments with the goal of minimizing the impact of a disability on your ability to learn.
- As a student, you have the right to keep your information confidential, including your disability and related symptoms. Faculty should not ask a student for their diagnostic information and students should have the autonomy to decide whether any diagnostic information is disclosed.

CADR Staff Participation.

CADR staff are available to be a part of any discussions related to a flexible attendance accommodation and/or a flexible deadlines accommodation. A CADR staff member can assist with the facilitation of the discussion, participate in navigating the evaluation of reasonability for an accommodation, or assist with the agreement completion. Both the student and the instructor have a right to request that a CADR staff member be present in the implementation discussion before any agreements are put into place. Should a CADR staff member's presence be necessary, the student or the instructor may contact CADR at accessibility_disability@slu.edu.

Tips to assist in conversations with Instructors.

- Come prepared to the meeting, whether virtual or in-person. We recommend reviewing the syllabus for each course, specifically looking at policies on attendance, absences, missed exams, etc.
- Reflect on what has worked for you in the past with this accommodation and your diagnosis/disability. If you were recently approved for this accommodation, reflect on what would have been helpful for you in semesters past. Doing this allows you to come up with some suggestions of what would be most helpful for you. While agreements for each course may differ, considering your past needs may be a good place to start.
- Have an open mind. There are some courses where an attendance or deadline accommodation will look much different than others. Ask clarifying questions and remember that this is a collaborative effort between faculty and students--they want to see you succeed too.

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