



## Flexible Attendance and Flexible Deadlines: Guidelines and Procedures

To most effectively work through the intricacies involved with the implementation of the Flexible Attendance and Flexible Deadlines Accommodation, the following guidelines and expectations should be reviewed:

- **Attendance and Deadlines Modifications.** Course instructors may determine the appropriateness of a modified attendance and deadline policies through review of statements in the syllabus, course description regarding attendance, assignment requirements and completion, grading methods, expectations of student participation, the need or lack thereof for classroom interaction, and the impact, if any, which non-attendance or delayed completion of assignments will have on the educational experience of other students.
  - **Faculty are encouraged to analyze the “reasonability” of an accommodation.** Consider these questions when reviewing flexible attendance and flexible deadlines:
    - Does this accommodation alter the expectations required by the course or degree program?
    - Does this accommodation alter the requirements for completing the course?
    - How will this impact me as the instructor? How does this impact the student?
    - If I feel that this accommodation won't work for my course, what alternative ideas or options can I create to support the student's need?
  - If you are unsure how to approach or handle an accommodation, please reach out to CADR to discuss your concerns or to brainstorm alternative solutions.
- **Faculty/Student Communication.** Being that each course and situation is different, the extent of the modification of attendance or deadlines should be determined through discussion between the instructor and the student with the guidance of the Flexible Attendance/Flexible Deadlines Agreement Form. It is the responsibility of the student to initiate communication on these accommodations. Faculty are not required to reach out to each student individually asking to discuss this accommodation.
- **Flexible Attendance/Flexible Deadlines Agreement Form.** Once approved for a Flexible Attendance and/or Flexible Deadlines accommodation, students will need to complete the required form that correlates with the approved accommodation with their instructors to successfully implement the accommodation. If the student or instructor has questions or concerns about the agreement, they are welcome to contact CADR for further input.

- **Completion of Course Material.** Regardless of the modification of the attendance policy or deadlines policy, the student is required to meet all the academic course requirements and to complete all the assignments and examinations. If an agreement is put into place, but the student fails to abide by the set plan/agreement, then your course policies come into effect as stated in the syllabus (for example, any work turned in past the due date will be minus 5 points).
- **Missed Material.** It is the student's responsibility to obtain the material and notes from missed classes. The student will be graded per the criteria stated in the class syllabus.
- **Limits to Number of Absences.** Modification of the attendance policy does not mean that unlimited absences will be permitted. The number of absences permitted will be determined on a case-by-case basis by each instructor.
- **Retroactive Implementation of Accommodation.** Academic accommodations are not intended to be retroactively implemented. Any absences or missed assignments occurring prior to the provision of the accommodation/request of implementation from the student will not be covered under the accommodation. Rather, those absences will be left up to the discretion of the instructor.
- **Non-Disability Related Absences and Missed Deadlines.** Absences for non-disability related reasons will not be excused by the modification. This accommodation can only be used for when the diagnosis or disability is functionally impacting the student's ability to attend class or complete coursework by the assigned deadline.

#### Tips when working with Students:

- **Offer Self-Initiation.**
  - Consider offering the student to come up with a suggestion or ideas for how these accommodations will be implemented. This provides opportunity of a starting point to conversation.
- **Don't Feel Pressured.**
  - If you are ever concerned with these accommodations, we are here to help you navigate this process. While the accommodations are approved for student use, we encourage faculty to ask for help.
- **Equal Balance.**
  - The work doesn't fall solely on your as the professor. Students should also have an equal and balanced role when navigating a plan for modifying attendance or deadline policies. This includes communication, creating suggestions or options, and advocating for their needs. If a student hands you a blank agreement form and says "fill it out", you are welcome to clarify the purpose of the accommodation.

For questions regarding the previously listed guidelines and expectations, please contact the Center for Accessibility and Disability Resources at [accessibility\\_disability@slu.edu](mailto:accessibility_disability@slu.edu) or 314-977-3484.