



SAINT LOUIS UNIVERSITY

CENTER FOR ACCESSIBILITY AND
DISABILITY RESOURCES

Flexible Attendance and Flexible Deadlines: Guidelines and Procedures

How to work with students with an approved flexible attendance and/or flexible deadlines accommodation

Implementation of Flexible Attendance and Flexible Deadlines.

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 on time completion of assignments. 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.

Determining Appropriateness of a Flexible Attendance or Flexible Deadlines Request.

To most effectively work through the implementation of the Flexible Attendance and Flexible Deadlines Accommodation, CADR encourages instructors to assess the impact of attendance and deadlines on the course to determine what accommodations can be made by utilizing the following questions, provided by the Office of Civil Rights (OCR) through the U.S. Department of Education:

When is attendance essential?

- Do students interact with each other and with the instructor?
- Do student contributions/interactions in the class constitute a significant component of the learning process for the course?
- Does the fundamental nature of the course rely on student participation as an essential method for learning?
- To what degree does a student's failure to attend constitute a significant loss to the educational experience of other students in the class?
- What do the course description and syllabus say?
- What method is used to calculate the final grade?
- What are the classroom practices and policies regarding attendance?

When are deadlines essential?

- To what degree does a student's failure to submit work in a timely manner constitute a significant loss to the educational experience of other students in the class?
- Does the fundamental nature of the course rely on meeting deadlines as an essential component for learning?
- What do the course description and syllabus say?
- What method is used to calculate the final grade?
- What are the classroom practices and policies regarding deadlines?

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 that the instructor and student work together to complete the Flexible Attendance Agreement Form and/or Flexible Deadlines Agreement Form to document the accommodation's implementation. 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 representative may be present for this meeting, depending on student 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.

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 course policies come into effect as stated in the syllabus.

Coursework must be completed by the end of semester deadlines. These cannot be included through a flexible deadlines accommodation. If this is necessary, the instructor and the student can discuss the possibility of using a [Course Incompletion](#).

Retroactive Implementation of Accommodations.

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.

Responsibility of Confidentiality as an Instructor.

- A student's disability status should not be shared with other students in a course. Refrain from discussing a student's disability status and accommodations among other instructors or staff members.
- Use information that a student shares regarding their eligibility for accommodations only and specifically for that purpose.
- All conversations regarding implementation of accommodations or issues pertaining to the student's disability should take place privately.
- Requesting specific information about a student's disability is inappropriate, as is requesting documentation from a medical provider. Should a student try to give an instructor disability related documentation (other than the Letter of Academic Accommodations), decline to read or accept it. Refer the student to the Center for Accessibility and Disability Resources (CADR), the office which has responsibility for maintaining records related to students' accommodations.

Rights as an Instructor.

Instructors have the right to maintain the academic standards for the course, the right to determine the course content, and how to instruct the course.

- Instructors have the right to deny an accommodation request if it is made without an accompanying Letter of Academic Accommodations from the Center for Accessibility and Disability Resources.
- Instructors have the right to evaluate students, including students with disabilities, with the same standards.
- Instructors have the right to question the implementation of an accommodation that fundamentally alters the essential course requirements.
- Instructors have the right to be notified of a student's accommodations in a timely manner. Please note that some students may apply for accommodations in the middle of the academic year/semester. Although accommodations are not retroactive, CADR staff request that instructors meet with students who are approved for accommodations at any point in the term so that accommodations may be discussed.

If an instructor has concerns that a flexible attendance and/or flexible deadlines accommodation seems unreasonable and would fundamentally alter the course requirements, or if the instructor is unsure how to implement an accommodation, please contact the Center for Accessibility and Disability Resources at accessibility_disability@slu.edu or submit a [Faculty Consultation Request Form](#).

CADR Staff Participation.

CADR staff are available to be a part of any discussions related to a flexible attendance accommodation and/or 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 a CADR staff member to be present in the implementation discussion before any agreements are put into place. Should a CADR staff member be necessary, the student or the instructor may contact CADR at accessibility_disability@slu.edu.