



SAINT LOUIS UNIVERSITY

CENTER FOR ACCESSIBILITY AND
DISABILITY RESOURCES

Flexible Attendance and Flexible Deadlines Accommodations

A Student Guide for Discussion and Implementation

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).

The flexible deadline and flexible attendance accommodations are to be used when a student's diagnosis/disability is actively impacting a student's ability to attend class or complete an assignment ("actively symptomatic"). Students cannot use these accommodations for non-diagnosis/disability reasons, such as:

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

After agreeing to a modified policy for attendance or deadlines, the students will complete the Flexible Attendance Agreement Form and/or the Flexible Deadlines Agreement Form, which are both completed via DocuSign (links to these forms can be found in your Letter of Accommodation). The student will fill out the agreement form and each individual will sign the agreement. Once the agreement form is signed, that is what is used moving forward. Flexible attendance and flexible deadlines accommodations are not retroactive. Any modifications to the agreement form may require a new meeting and completed agreement form.

Here are some tips to assist with the conversations held with instructors:

1. 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.
2. 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 previous agreements may not be exactly met in each course, it is good place to start.
3. 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.
4. If you have a faculty member who does not want to fill out the agreement form, please contact CADR directly. Having a paper trail of this accommodation is essential.

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