Attendance/Deadline Accommodation Agreement

You are receiving this form because your student is approved for Consideration for Flexible Attendance and/or Consideration for Extended Deadlines. This agreement is a helpful guide to clarify how these accommodations will apply to your course. While it is not mandatory to complete this form, we encourage you to discuss these accommodations with your student. This conversation should occur in a confidential manner. If completed, please send the form to sac@luc.edu.

The degree of leniency and extent of flexibility for attendance and deadline extensions should be determined by the nature of the course. Faculty should consult the Attendance Guide (https://luc.edu/sswd/faculty/facilitatingaccommodations) to help analyze the appropriate degree of leniency and extent of flexibility for their course.

Attendance flexibility and extended deadlines are accommodations that are recommended most often in cases where students have unpredictable, episodic, or chronic health conditions that may cause them to be absent more often than typical students. Therefore, faculty should not require the student to provide documentation for the absences related to their disability. For any non-disability related absence, the student should follow the syllabus policy.

Name: ___________________________ LID: 0000 ____________ Course: ___________

Instructor: ___________________________ Instructor Email: ________________________@luc.edu

1. Is it reasonable to modify the current syllabus policy regarding the following:

   • Absences/Participation  □Yes □ No
   • Missing Exams/Rescheduling Exams  □Yes □ No
   • Submitting Work/Assignments  □Yes □ No
   • In class Work/Assignments  □Yes □ No

*For assistance in determining this answer, please consult the Attendance/Deadline Guide at https://luc.edu/sswd/faculty/facilitatingaccommodations.
2. Describe how the current policy will be modified (number of absences, must request extensions 24 hours in advance, etc.):

- Absences/Participation:

- Missing Exams/Rescheduling Exams:

- Submitting Work/Assignments:

- In class Work/Assignments:

3. How should the student contact you regarding use of these accommodations:

- [ ] Phone
- [ ] E-mail
- [ ] In person

Timeframe:

The form provides an outline of expectations for this student. If you have any questions or concerns, contact SAC@luc.edu or 773.508.3700.

If the student reaches or exceeds the modified policy or if there are any issues or concerns, Faculty should contact SSWD as soon as possible. A withdrawal from the course may be considered if the student is unable to adhere to the current or modified course policy.

Students are expected to abide by the syllabus policy for any absences unrelated to their disability (flu, work, death in the family, etc.). Faculty should not request the student to provide documentation for absences related to their disability. Students are required to provide additional documentation to SSWD due to hospitalization, surgery, medical appointments, or as determined by SSWD.

This accommodation is not applicable during Summer or J-Term classes.

Instructor Signature: _______________________________ Date: _______________

Student Signature: _______________________________ Date: _______________