

Attendance Flexibility and Deadline Extension Accommodation Agreement Form

The Attendance Flexibility and Deadline Extension Accommodation Agreement Form is used to document whether and to what extent the access need for flexibility can be accommodated in your course. This form is required as SDS engages in an interactive process to provide appropriate accommodations for students with disabilities. Your participation as the instructor and designer of the course is essential. We highly recommend that you review the [Guide to Assessing Accommodation Requests for Attendance Flexibility and Deadline Extensions for Instructors \(PDF\)](#) in advance of completing this form.

Please return the completed form to disabilities@uchicago.edu if you have received an Accommodation Determination Letter from SDS on behalf of a student who requires flexibility with attendance, extended time for assignments, chronic full flexibility and/or flexibility with participation.

Instructor's Name: _____ Instructor's email: _____

Course: _____

Section A: Excused Absences/Make-up Participation Points

Not applicable

Using the Attendance Flexibility Consideration Rubric, I have determined that a student with a disability may miss class for disability-related reasons beyond the number of allowed absences on the syllabus.

- Adjusted maximum # of excused absences without penalty (e.g. standard =3, adjusted = 6) _____
- Additional details or exceptions to allotment, (e.g., lecture absences allowed, discussion not allowed).

- Plan for make-up participation points, if applicable (e.g., submit additional blog posts on Canvas.)

Using the Attendance Flexibility Consideration Rubric, I have determined that absences beyond the number allowed in the syllabus is *not* a reasonable accommodation. Please explain _____

Section B: Deadline Extensions for Assignments (problem sets, lab reports, papers, presentations, etc.)

Not applicable

Using the Deadline Extension Consideration Rubric, I have determined that students with a disability may have deadline extensions.

Applicable assignments: _____

Please specify the expectations of the deadline extensions.

Timeframe for a deadline extension (check all that apply)

Due within _____ business days of the original due date. Assignment type _____

Due on _____ (specify revised due date): Assignment type _____

Notification plan for requesting extensions (e.g., notice before class, by email):

List assignments that are *not* approved for deadline extensions: _____

- Using the Deadline Extension Considerations Rubric, I have determined that deadline extensions is *not* a reasonable accommodation. Please explain _____

Important Notice to students: The consequences outlined for the class for missing the deadline applies to the adjusted deadline for the student using this accommodation.

Section C: Make-up Quizzes/Exams:

Students with conditions that result in unanticipated medical episodes may be unable to attend class or a scheduled exam administration. A student with this accommodation must have the opportunity to take a make-up exam or quiz that is a similar format and difficulty. Please complete the information below outlining your expectations for the student to make-up the assessment.

Not applicable

I have determined that administering a make-up quiz/exam is a reasonable accommodation.

Timeframe for Make-up Quizzes/Exams (select one):

Within _____ business days for the original quiz/exam date, or

By _____ (specific date).

Proctoring of the Make-up Quizzes/Exams (select one):

The Instructor/TA (specify) _____, or

SDS (with prior submission and approval of an Exam Proctoring Request and Alternative Testing Agreement).

- I have determined that administering a make-up quiz/exam is *not* a reasonable accommodation. I would like to discuss this further with SDS.

Please submit this form to disabilities@uchicago.edu as soon as completed. The SDS staff will follow up with you after reviewing the agreement form with any questions or with approval of this form for use this quarter.

Student responsibilities when using these accommodations:

1. To use these accommodations for disability-related reasons only and to maintain prompt and regular communication with the instructor.
2. To contact the instructor and SDS if unable to meet the terms of this agreement.
3. To be responsible for meeting the policies in the course syllabus and the essential requirements of the course, as is required by all other students enrolled in the course.
4. This agreement becomes effective when sent to the student by SDS. The terms of this agreement are not retroactive to previous course requirements.