



SOUTHWESTERN UNIVERSITY

Center for Academic Success

Disability-Related Flexibility with Deadlines Agreement

Student Name: _____

Course Name: _____

Overview:

- In conjunction with Southwestern University's student participation policy, the Center for Academic Success (CAS) has determined that disability-related flexibility with deadlines is a reasonable academic accommodation for the above student per the university's accommodation process.
- This accommodation can be implemented differently in each course. In some situations, the CAS office may need to facilitate a determination regarding whether the accommodation is considered a fundamental alteration of a course.
- Below is information that will help guide the CAS in understanding the course's design and stated outcomes. Ultimately, the CAS is the office to determine if an accommodation is reasonable in a course, but will do so through consultation with both faculty and student.

Description:

- Students with the accommodation of flexible deadlines have disabilities that are episodic in nature that can have impacts on class participation.
- The CAS realizes that course syllabi usually list all assignments and work that is to be completed during the semester. This specific accommodation will apply to work that has less than three days' notice of being due.
- The student is not required to present the faculty with medical documentation verifying their disability-related extension. Please contact the CAS if there is a concern.

Purpose:

- This agreement is intended to clarify the participation expectation of students in the course by gaining course design and outcome information to guide the implementation of this accommodation.
- The student and the instructor will need to communicate and discuss questions raised by this agreement, ideally within the first weeks of the course, or as soon as the instructor is notified. At any point in time, the CAS can be asked to facilitate the discussion and make a determination. The student or the instructor may ask the Associate Director of Academic Success to attend any meeting as desired.

Evaluating the Role of Class Participation:

The main focus of this accommodation is on the essential element of participation related to course outcomes. With that in mind, please review the following questions.

1. What does the syllabus state in regard to attendance/ participation/ coursework?
2. What are the stated learning outcomes/ objectives that require participation?
3. Is attendance factored in as part of the final course grade? If yes, what percentage of the grade?
4. Will the content be assigned that is not listed in the course syllabus?
5. Are assignments used as class content when they are due? (e.g., are problems sets reviewed during class?)
6. For assignments that have less than three days' notice, what would be an acceptable time frame for the completion of the assignment?
7. Does the functional nature of the course rely on student participation as an essential method of learning?
8. Is the material being learned in class sequential?

Course-specific Parameters Agreements (To be completed by faculty and student)

After reviewing the previous questions and engaging in discussion about the course requirements, below are the agreed-upon course parameters for the implementation of disability-related absences in this specific class for this student. If any concerns come up, please engage the CAS.

1. If in-class participation is essential to the course, please state how the assignments will impact participation.

2. How and when will the student notify the instructor of a disability-related extension?

3. What is the process for turning in homework/ assignments/ projects that are subject to the flexible agreement? These assignments should not be listed on the syllabus and should have a short turn around (e.g., assigned in one class period and due the next).

4. What is the procedure for making up a missed quiz, examination, or in-class graded assignment given on the day of the disability-related absence?

This agreement is valid with an approved disability-related absence accommodation and when completed by both the student and the faculty member. If the absences meet or exceed 50% of those agreed upon in this document, both parties will inform the CAS. Please send the completed form back to the Center for Academic Success (accommodations@southwestern.edu), and keep copies for both parties.

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

CAS Staff Signature: _____ Date: _____