



Accessible Education Services

Willamette University, Smullin 155, Salem, Oregon 97301

T 503-370-6737 | F 503-370-6647

Attendance and/or Deadlines Flexibility Accommodation Agreement

Faculty, please complete this form and return to accessible-info@willamette.edu with 3 days. The accommodation parameters are not finalized until the form is received.

Student Name:

Course Subject & Number:

Attendance Flexibility Accommodation: Complete questions 1-4.

Assignment Extension Accommodation: Complete question 5.

Both Accommodations: Complete questions 1-5.

1. Maximum number of unexpected disability related absences allowed for this student for this course (this should be in addition to what is stated in the syllabus). Be as specific as possible, please do not use vague phrases such as “flexible”, “to be determined”, or “open. Confirm student is eligible for attendance flexibility by AES before answering 1-4.
2. How and when will the student notify the instructor of an unexpected disability related absence? Depending on the nature of the student’s disability, it is reasonable for the student to notify the instructor of a disability related absence either before or shortly after the missed class session; (if after the missed class session usually must be within 24 hours)
3. Procedure for turning in homework/assignments/projects due the day of an unexpected disability related absence; include maximum number of days assignments may be late (in most cases this should be a minimum of 48 hours).
4. Procedure for making up a missed exam, or in-class graded assignment given on the day of an unexpected disability related absence (in most cases this should be a minimum of 48 hours).
5. **Please answer only if the student is approved for the extensions on assignments accommodation.** How will the student request an extension? How far in advance does the request need to made? Please outline the specific details of the parameters for each type of assignment/academic requirement including the length of extension permitted. Any extensions outlined would be beyond what is standard in the syllabus.