

# Limited Adjustment to the Attendance Policy Accommodation (LAAP)

## Implementation process College of Law

1

Do you have an attendance policy for your course? Do you penalize students for missing any in-class activities? If yes, please proceed to step 2. If not, no further action is required.

2

Complete the [Class Instruction Form](#) upon receipt of the course access letter. The Class Instruction Form may be accessed using the following link: [tiny.utk.edu/laap-law](https://tiny.utk.edu/laap-law) or by visiting the LAAP page on the [SDS website](#). Once on the page, click on College of Law under Contents. Instructors may also email [sds@utk.edu](mailto:sds@utk.edu) to request a direct link be emailed to them.

3

SDS will review the information in the Class Instruction Form and will contact you to discuss the parameters of the LAAP.

4

Once the parameters of the LAAP have been established, SDS will issue an **agreement via email** to the student and the instructor. The agreement will reflect the number of absences allowed with the LAAP as well as any details related to the implementation of this accommodation.

5

Students can view the agreement in the Student Portal by clicking on "**Agreements with Instructors**" on the left side of the menu, and they **must notify their instructors** of any disability-related absences, preferably in advance of the missed class.



STUDENT DISABILITY  
SERVICES

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