

GUIDED NOTES FOR STUDENTS: FLEXIBILITY WITH ATTENDANCE AND/OR DEADLINES

Flexibility with Attendance and/or Deadlines are semester by semester accommodations that require explicit approval from your access advisor prior to the accommodation being added to your accommodation notification letter. To prevent delay in receiving the accommodation, you must keep in regular communication with your access advisor. Please understand that due to the changing nature of disability, some students may be asked to provide updated documentation and/or come in for a discussion about their current needs.

Implementing Flex Attendance and/or Deadlines Accommodations:

It is essential that you talk with your professors individually to ensure that they and you have a full understanding regarding how the accommodations will be implemented. How do you do this?

1. Review class syllabi. Are there attendance and deadline policies for your classes? Are there policies regarding make-up exams / quizzes? Make sure you understand these expectations before you talk with your instructors.
2. Be timely in your communication (as soon as you know you qualify for these accommodations, and as early in the semester as possible).
3. Be clear in your communication and ask questions that will allow for discussion.
4. Understand that flexible attendance/deadlines will not work for all classes.
5. Do not just hand your professor your memo and expect to receive the accommodations.
6. Review the *Guide for Implementation* (PDF available from our website), and take it with you to discuss the accommodation(s) with your professors.
7. *Remember: you are still required to complete all coursework.*

Below are suggested questions to guide you in your discussion with professors. Select the questions as appropriate.

Regarding attendance:

- If you have a structured attendance policy, is there room for flexibility? If so, how?
- If I need to miss class, what do I do? Should I send you an email or call you? How can I catch up on what I may have missed?
- If I miss class on a day an assignment is due, can I turn in the work electronically?
- What if I miss class on a day an exam is scheduled. If you allow make-up exams, is there a timeframe within which make ups must be completed (keeping in mind Disability Center policies regarding timely notification)?

Regarding deadlines:

- If you have a structured deadline policy, is there room for flexibility? If so, how?
- If I need to miss a deadline, what do I do? Should I send you an email or call you? How much notice should I provide you that I will not be able to make the deadline?

Keep your Access Advisor updated and informed if you are missing class. Be sure to contact your Access Advisor if you miss class(es) for an extended period of time (e.g. more than a week). If your professor contacts the Disability Center, it will be helpful for your Access Advisor to know about your situation.

Our office does not contact your instructor in the event of your absence or requiring an assignment extension.