Disability Support Services (DSS) will coordinate flexible attendance arrangements for students with a documented disability who have been approved for this academic adjustment through the DSS office. The following identifies the responsibilities of the student and DSS if the student chooses to utilize flexible attendance.

Student Responsibilities:

1. You must meet with your instructor in order to discuss and sign a Flexible Attendance Agreement. The level of attendance required for each course is dictated by each instructor. Consequently, the impact of attendance on a student’s grade will vary to a lesser or greater degree from course to course.

2. Absences will only be covered under a Flexible Attendance Agreement if the absence is disability-related. Your instructor will determine how verification of the nature of your absence will be handled.

3. A Flexible Attendance Agreement should be formulated by a student and instructor at the beginning of the course. The agreement will stipulate how an absence will be handled in the future, rather than addressing the matter if attendance becomes an issue. Specific procedures for handling different types of absences (i.e. missed class material, exams, quizzes, and/or in-class graded assignments) will be arranged in advance.

DSS Responsibilities:

1. DSS will provide you with a letter outlining your approved accommodations for each term that you request support.

2. DSS will provide you with a Flexible Attendance Agreement to complete with your professors.