

DISABILITY RESOURCES & SERVICES

Flexible Attendance Steps to Success

1. Prior to the start of the semester, you should meet with each faculty member to discuss your previous history of absences (hospitalizations, illness, medication changes, etc.)
2. You should develop a game plan that will lead to your success. This plan should include:
 - a. A review of your assignments and due dates
 - b. Clear expectations of what you will do to complete your assignments
 - c. Clear expectations of what you should do if you will miss a deadline or class due to illness
 - d. Clear understanding of where you will submit your completed work should you miss a deadline or class due to illness
 - e. Clear expectations of how you will communicate your absences (e-mail vs. phone call/instructor vs. administrative secretaries)
 - f. Your need for support to find a qualified note taker (if applicable)
 - g. An understanding of how you will retrieve notes when you are absent
 - h. Clear communication of how you can make up in-class activities or tests/quizzes when you are absent due to your disability
3. Division requirements to request an incomplete "I"