

Flexible Attendance Accommodation **STUDENT RESPONSIBILITIES**

You have provided documentation to Disability Accommodations & Success Strategies (DASS) of a chronic health condition or other disability that may cause you to miss classes for unavoidable reasons. Your accommodations include flexible attendance based on this condition. However, you are still responsible to complete all tests and assignments in each course. In order to ensure that you are meeting essential academic requirements, you have the following responsibilities:

Follow medical advice. *Proper nutrition, adequate rest, and other lifestyle management suggestions from your doctor are important to manage your condition and to minimize the number of disability-related absences that may impact you academically.*

Schedule medical appointments around your class schedule to the extent possible. *Scheduled doctors' appointments during class should be avoided. If you have regular medical appointments that may interfere with class, please discuss this in advance with your coordinator.*

Understand the wording of the flexible attendance accommodation. *Your letter of accommodation states that you are eligible for "a REASONABLE opportunity to make up work". It does not sanction unlimited absences. While your letter verifies for faculty that your disability may cause absences, it is up to each faculty member to determine what is reasonable in their class.*

Understand the nature of in-class activities in each course, and the implications this will have for unavoidable disability-related absences. *Your letter of accommodation also contains questions for faculty about their specific course, designed to help them determine what constitutes a reasonable accommodation to their attendance policy. In your conversations with faculty, they should be sharing this information with you, so you understand how absences will impact you academically.*

Ensure that your conversations with faculty include specific instructions for how each one wishes you to communicate about absences and makeup work. *Developing and following a communication plan is key to making the flexible attendance accommodation work. Use the Flexible Attendance Agreement to clarify expectations.*

Ensure that you are regularly receiving and reviewing notes for classes you have missed. Work ahead in the class, so that you can meet deadlines during flare ups as much as possible. *In order to manage fluctuations in your functioning, you will need to plan ahead for times when working on assignments is difficult. Plan to have assignments ready several days before they are due, and study for exams in advance. Many resources at the ALEC can help you manage your time as effectively as possible.*

Be aware of the deadlines to drop a class. *As the drop deadline approaches, you should evaluate how absences have impacted you academically in each class, and ensure that you will be able to meet requirements. You may wish to discuss this with your professors. If excessive absences are threatening your success in the class, your best option may be withdraw.*

Remember SMU expects attendance. *The SMU Course Catalog states that regular attendance is expected. Most faculty members believe critical learning occurs in the classroom and missing too many classes will greatly alter the experience for a student, as well as for other students. Some material may be learned in other ways, but sometimes just reading the textbook is not sufficient and valuable information is lost. This may mean you take a lighter load in order to manage your condition and increase the likelihood of working ahead. Remember that most of the responsibility is on you as the student to access the material and learn the information, with some assistance from your faculty.*

If you have difficulty executing any of your accommodations, please speak to your professor directly and if needed, contact a DASS staff member for assistance.

Student Signature and ID

Date

Copy provided to student