

Disability-Related Absence Accommodation Policy and Procedure Statement*

Students should sign and keep a copy of this statement for reference when meeting with each professor to discuss attendance and following a disability-related absence.

It is expected that you will make every effort to meet with your professor to present your faculty letter early in the term, discuss it, and come to an agreement/plan on the processes and limitations of the attendance accommodation for each of your courses. Faculty members have the right to protect the integrity of their courses and certain types of courses (e.g. labs, performances, languages, group work) may necessitate stringent limits to an attendance accommodation. If you are absent due to circumstances related to your disability and need to be excused, follow this protocol:

1. Prior to the class day you will miss, inform your instructor that you are absent due to disability-related reasons. Office of Accessibility Services (OAS) recommends you e- mail your professor, save a copy of the message for your records and send a courtesy copy to OAS. Contact your professor by phone if you do not have access to e-mail. **It is imperative that your professor is aware of your absence as soon as possible.**
2. No documentation of the absence is required to request the absence. If you instructor requests such documentation, please inform the Office of Accessibility Services so that appropriate measures may be taken to address the concern.
3. You are responsible for any in-class work or exams you miss due to an absence. Arrange to complete missed assignments and/or exams with your professor in a timely manner according to the plan you developed when you met with your faculty with the faculty letter. Students will not granted points for the assignments missed due to class absence unless they are made up in accordance to the agreement set forth with the faculty member.
4. The student must comply with these procedures for each absence related to disability. Failure to communicate with the appropriate persons in a timely manner could result in loss of consideration for absences.
5. All absences are not automatically excused. The number of absences for each course must fit within the fundamental elements of the course. There is no specific preset number for each course – this is your faculty member’s discretion in consultation with the OAS and based on the essential course elements and learning outcomes. All absences must be kept to a minimum.
6. Contact the OAS at 850-644-9566 or by email at OAS@fsu.edu with questions and/or clarifications.

Please sign to indicate you have received a copy of this policy and procedure statement, have read, and understood its contents. * **The reasonableness of absences as an accommodation is reviewed and reassessed each semester. Depending on varying circumstances, updated documentation signed by a qualified professional may be required.**

Student Signature

Date

Printed name