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. At your earliest convenience, inform your instructor that you are absent due to disability related symptoms. Student Disability Resource Center (SDRC) recommends you e-mail your professor, save a copy of the message for your records and send a courtesy copy to SDRC. 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. If you visit a physician or other type of caregiver or treating professional, please obtain a signed excuse or update from that person to give to your professor and/or the SDRC.

3. You are responsible for any 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.

4. The student must comply with these procedures for each absence related to his/her disability. Failure to communicate with the appropriate persons in a timely manner could result in loss of consideration for absences.

5. Contact the SDRC at 850-644-9566 or by email at sdrc@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

*This Form is Available in Alternative Format Upon Request*