CONFIDENTIAL DRAKE UNIVERSITY

**Student Academic Accommodation for Flexibility with Attendance Request**

The Student Disability Services office recognizes that attendance in courses varies widely and the information below has been communicated to the student:

* Each class/faculty has different attendance policies which may or may not be flexible
* Lab, discussion, group work and hands-on courses involve in-class learning that cannot be easily made up
* Some classes due to their structure may be able to provide more flexibility than other classes

**Student Understanding:**

* If I am approved for flexible attendance, I am still responsible for meeting all of the requirements of the class.
* If I am approved for flexible attendance, I understand it is not a free pass — any absences must be related to my qualifying condition and must be communicated to my instructor.
* I have discussed the following with my instructor and understand (please check the items discussed):
* The parameters and expectations of the course, including participation requirements; The attendance policy and if there are exceptions
* Whether there is a limit to the number of classes I can miss; Whether missing class compromises the progress of the group and/or class
* Whether I am permitted to make up work, quizzes, or exams missed due to my qualifying condition and how I may make it up
* How I should communicate and when I should communicate to the instructor if I need to miss class

# If you have questions concerning the accommodation, please call the Access and Success office within 48 hours of receiving this form.

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