**MODIFICATION OF COURSE ATTENDANCE**

Description: All students are responsible for fulfilling the essential requirements of their courses, including adhering to the attendance policy. However, course attendance may pose a barrier to some students with episodic disabilities. Therefore, it is important for the professor, student, and counselor to engage in a collaborative process to determine the possibility of modifying the course attendance policy.

Students: As with all accommodations, we encourage you to share your *Determination of Accommodations* letter with your professors at the beginning of each semester.

1. Notify your accessibility counselor as early as possible.
2. Participate in a collaborative process with the professor and your accessibility counselor.
3. Create a Modification of Course Attendance Agreement.
4. Maintain communication with the professor and your accessibility counselor throughout the semester.
5. **Notify your accessibility counselor** **as early as possible.** If you anticipate needing this accommodation for a particular class, please inform your accessibility counselor by submitting a Semester Request via *Accommodate*’s Student Portal. You may also inform your accessibility counselor by email or phone.
6. **Participate in a collaborative process with the professor and your accessibility counselor**. Upon receiving your request, your accessibility counselor will email your professor to schedule a time for us to meet to discuss the possible modification of the course attendance policy. If needed, the collaboration may also occur over email or phone.
7. **Create a Modification of Course Attendance Agreement**. As a result of the collaborative process, the professor, student, and accessibility counselor will create a Modification of Course Attendance Agreement for the semester.
8. **Maintain communication with the professor and accessibility counselor throughout the semester.** If you experience an exacerbation of symptoms related to your disability, please contact your accessibility counselor to discuss the Modification of Course Attendance Agreement.