**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 instructor, student, and accessibility 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 instructors at the beginning of each semester. 

 1. Notify your accessibility counselor as early as possible.

 2. Participate in a collaborative process with the instructor and your accessibility counselor.

 3. Create a Modification of Course Attendance Agreement, if appropriate.

 4. Maintain communication with your instructor and accessibility counselor throughout the semester.



**1. Notify your accessibility counselor as early as possible.** If you anticipate needing this accommodation for a specific course, please inform your accessibility counselor by completing and submitting the survey that is sent to you at the beginning of the semester or by emailing your counselor directly.

**2. Participate in a collaborative process with the instructor and your accessibility counselor.** Upon receiving your request, your accessibility counselor will email your instructor to schedule a time to meet to discuss the possibility of modifying your course attendance. If needed, the collaboration can also occur via email or phone.

**3. Create a Modification of Course Attendance Agreement.** As part of this collaborative process, the instructor, student, and accessibility counselor will create a Modification of Course Attendance Agreement for the semester.

**4. Maintain communication with your instructor 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.