**Flexible Course Attendance**

**Description:** All students are responsible for fulfilling the essential requirements of their courses, including adhering to the attendance policy. However, a course’s attendance policy 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. Review your course syllabus as soon as you have access to it.

 2. If you believe you might use this accommodation during the term, email your instructor and accessibility counselor immediately.

 3. Email your instructor and accessibility counselor to use this accommodation.

 4. Maintain communication with your instructor and accessibility counselor if you need to have additional absences.



**1. Review your course syllabus as soon as you have access to it.** Some instructors will upload their syllabus to Blackboard before the course begins, while others email it to the class at the beginning of the term. Please look over each syllabus and try to anticipate what effect a potential flare-up might have in each course.

**2. If you believe you might need to use this accommodation during the term, email your instructor and accessibility counselor immediately.** As soon as you believe you will need to use this accommodation during the term, email your instructor and accessibility counselor to initiate the collaborative process. The instructor will then consider your request as part of the collaborative process and work with you and your accessibility counselor.

**3. Email your instructor and accessibility counselor as soon as you know when you need to utilize it.** If your instructor agrees to a modification of the course’s absence policy, email your instructor and accessibility counselor as soon as you need to utilize this accommodation.

**4. Maintain communication with your instructor and accessibility counselor if you need to have additional absences.** If you continue to experience an exacerbation of your disability-related symptoms and need to be absent from multiple class meetings, continue to email your instructor and accessibility counselor immediately upon knowing you will need to be absent. If your absences are affecting your performance, reach out to your instructor and accessibility counselor to schedule a meeting.