

# Syllabus Modifications

Some students experience chronic or unpredictable episodes related to their disability. Syllabus modifications provide a reasonable amount of flexibility during episodes to allow the student to complete course requirements. Examples include disability-related absences and making up missed assignments, participation points, and quizzes or exams. Students who need to request this accommodation should communicate with their Accommodations Specialist.

## **Attendance Modification Policy**

Attendance is an essential component of postsecondary education and students are expected to comply with class attendance policies. When the nature of a student's disability includes symptoms which could exacerbate unexpectedly, a reasonable modification to the syllabus may be provided as an accommodation. Syllabus modifications do not function as an attendance waiver and therefore do not cover excessive or habitual absences, or negate the attendance and participation requirements of the course. The student remains responsible for fulfilling the essential requirements of the course. Instructors are not expected to compromise essential course requirements or fundamentally alter courses, regardless of a student's disability.

## **What are the expectations for students using this accommodation?**

Use of this accommodation requires prompt and collaborative communication between the student, the instructor, and ODS. The student should meet with each instructor at the beginning of each semester to discuss syllabus policies and complete the Attendance Modification Agreement outlining the reasonable modification that can be provided in the course. The Attendance Modification Agreement will be included with the accommodation notice each semester. Accommodations related to attendance are not retroactive. Like other accommodations, they become effective after the student delivers the accommodation notice from ODS to the instructor and discusses the accommodation.

## **As the student needs to use the absence accommodation, the student should:**

1. Email the instructor as soon as possible to state they are using a disability-related absence and initiate arrangements for making up any missed work. If missing multiple classes, the student will need to email each instructor. Students are not required to disclose confidential information to their instructors, but can simply state "I need to use a disability-related absence from class today" or "I need to miss class today due to my disability."
2. Copy (CC) their Accommodations Specialist on email communications to the instructor(s). Students are responsible for notifying ODS of the use of this accommodation in addition to notifying instructors.
3. Failure to follow these steps may result in an unexcused absence in the course.