

## UNCW Disability Resource Center Reasonable Attendance Adjustment Worksheet

Each faculty member is responsible for setting the policy concerning the role of attendance for their classes. Students, regardless of disability, are responsible for fulfilling the essential requirements of courses/programs/degrees, including attendance expectations. Disability Resource Center does not advocate waiving, lowering, or compromising the essential requirements, academic standards, or educational experiences/outcomes of courses. However, for some students, individual aspects of their disability can make it difficult for them to fulfill typical attendance requirements. In such situations, a faculty will see the accommodation of “*Consideration for Leniency on Attendance Policy*” in the student’s DRC notification.

When this occurs, **faculty have the responsibility to engage with the student in an interactive process, completing this worksheet to establish and document appropriate adjustments.** They should closely examine essential course requirements, and as necessary, consult with DRC to determine reasonable course-specific adjustments. Faculty are encouraged to review DRC’s Attendance Leniency Request Guidelines for assistance in identifying essential course requirements and determining this accommodation:

<https://uncw.edu/disability/students/documents/AttendanceLeniencyRequestPolicy.pdf>

Student:	Instructor:
Course:	Meeting Date:
Class Day/Time:	

Anticipated number of disability related absences: (Student Response) \_\_\_\_\_

<b>Communication</b>	
By what preferred method should the student inform faculty of a disability-related absence? (Ex. Email, phone, etc.)	
What is the preferred timing of such communications when possible? (e.g., prior to class, night before, etc.)	
<b>Attendance and Participation</b>	
How many absences are permitted via the syllabus?	
How many additional absences may be allowed before fundamentally altering essential course requirements/experiences/outcomes?	
Are there specific dates or class meetings (such as a guest speaker, activity that cannot be replicated, etc.) which are unable to be made up?	
For a disability-related absence, could any of the following be a way to make-up the class without penalty of an absence? Check any that apply.  <input type="checkbox"/> Attend another section of lecture/lab Available Day/Time:  <input type="checkbox"/> Obtain missed information during office hours Posted Hours:	<input type="checkbox"/> Student is responsible for obtaining notes/announcements from classmate Classmate name: Method of material shared (via email, etc.)  <input type="checkbox"/> Remote into course via WebX, Skype, etc.  <input type="checkbox"/> Alternate/Other:

<b>Assignments (Including Projects, Labs, Homework, etc.)</b>	
In general, assignments are due even when disability-related absences occur. However, when encountering <i>extenuating circumstances</i> (e.g., hospitalization, incapacitation), if unable to attend class, by what alternative method may an assignment be turned in without consequences? Check any that apply.	<input type="checkbox"/> Submitted electronically via Blackboard When:  <input type="checkbox"/> Submitted via email When:  <input type="checkbox"/> Submitted during the next class meeting <input type="checkbox"/> Other:
If a student misses a group assignment, may they complete and submit the work individually?	
<b>Test/Quizzes/Exams</b>	
What is the general policy on make-up tests/quizzes? <i>Understanding disability-related absences may necessitate alternate testing administration, and are not generally considered to be a "make-up" test, how should the student proceed with arranging with the faculty?</i>	
For Alternate Testing Administration, should students utilize DRC Proctoring Services?	

If at any time a faculty member believes the student's absences from class threaten the academic integrity of the curriculum or the accomplishment of learning objectives, they should contact the Disability Resource Center AS SOON AS POSSIBLE. After consulting with the faculty member, the Disability Resource Center will contact the student to review available options which may include Course Withdrawals due to Extenuating Circumstances, course reductions, or the possibility of the faculty granting an "Incomplete" to allow an opportunity to fulfill course requirements, such as through independent study or by attending class lectures the following semester.

Upon completion, a copy of this form should be submitted **by the Faculty member** to UNCW's Disability Resource Center for each course.

**UNCW Disability Resource Center**  
601 South College Road  
Wilmington, NC 28403-5942  
910-962-7555/TDD: 800-735-2962  
**DRC@uncw.edu**

Should Student or Faculty wish to appeal DRC determinations, those may be addressed to Dr. Brian Victor, ADA/Section 504 Coordinator  
([ADA-504-Coordinator@uncw.edu](mailto:ADA-504-Coordinator@uncw.edu))