

UNCW Disability Resource Center Reasonable Attendance Adjustment Worksheet

Faculty are responsible for establishing the policy concerning the role of attendance for their classes, and ensuring it is clearly stipulated in writing at the beginning of each semester. Students, regardless of disability, are responsible for fulfilling the essential requirements of courses/programs/degrees, including attendance expectations. Disability Resource Center (DRC) 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 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 accommodation letter.

Faculty have the responsibility to engage with the student in an interactive process, completing this worksheet to establish and document appropriate adjustments. Essential course requirements should be examined, and DRC consulted to determine reasonable course-specific adjustments. Faculty should review DRC’s Consideration for Attendance Leniency Guidelines for assistance in identifying essential course requirements and implementing this accommodation: <https://uncw.edu/disability/students/documents/AttendanceLeniencyRequestPolicy.pdf>

Student:	Instructor:
Course:	Meeting Date:
Class Day/Time:	Instructor Email/Daytime Phone:

Anticipated number of disability related absences: (Student Response) _____

Communication	
By what methods may 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.) <i>Note: In a situation when the student is incapacitated, the expectation is to communicate as soon as physically capable.</i>	
Attendance and Participation	
How many absences are permitted via the syllabus before any reduction in grade?	
How many additional absences will be allowed before fundamentally altering essential course requirements/experiences/outcomes?	
Note 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"/> Student is responsible for obtaining notes/announcements from classmate Classmate name: _____ Method of material shared (via email, etc.) _____
<input type="checkbox"/> Attend another section of lecture/lab Available Day/Time: _____	<input type="checkbox"/> Remote into course via WebX, Skype, etc.
<input type="checkbox"/> Obtain missed information during office hours Posted Hours: _____	<input type="checkbox"/> Alternate/Other: _____
Note: Other than specific dates or meetings noted above, are there, or under what, situations would these options be inappropriate or unavailable for this particular course?	

Assignments (Including Projects, Labs, Homework, etc.)

<p>In general, assignments are due even when disability-related absences occur. However, when encountering <i>extenuating circumstances</i> (e.g., hospitalization, incapacitation) and unable to attend class, by what alternative method may an assignment be turned in without consequences? Check any that apply. Notes: What is the time frame for submitting work unable to be completed due to disability-related absence?</p>	<p><input type="checkbox"/> Submitted electronically via Blackboard When:</p> <p><input type="checkbox"/> Submitted via email When:</p> <p><input type="checkbox"/> Submitted during the next class meeting</p> <p><input type="checkbox"/> Other:</p>
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<p>Indicate any graded group/collaborative work, and your expectations for submitting and receiving credit.</p>	
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Test/Quizzes/Exams

<p>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></p>	
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<p>For Alternate Testing Administration, should students utilize DRC Proctoring Services?</p>	
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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, or that the student is not abiding by the **Reasonable Attendance Adjustment Worksheet**, they should contact the Disability Resource Center AS SOON AS POSSIBLE. Similarly, should a student feel their faculty is not adhering to the arrangement, they should speak with the individual faculty or DRC staff. For more information regarding disability-related grievances, refer to the Disability Grievance and Appeal Procedure found on the DRC website: www.uncw.edu/disability/grievance.html.

Upon completion, the original signed copy of this form must be submitted **by the Faculty member** to UNCW's Disability Resource Center for each course. DRC recommends all parties keep copies for their records.

Student Signature

Date

Faculty Signature

Date

UNCW Disability Resource Center
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