

## Reasonable Attendance Adjustment Plan

Faculty should closely examine essential course requirements and no academic standards, educational experiences/outcomes should be waived, compromised or lowered. However, the episodic nature and severity of some disabilities may impact a student's ability to fulfill typical attendance expectations.

For students with documented disabilities for whom Attendance Adjustments have been determined to be a reasonable accommodation, a **Reasonable Attendance Adjustment Plan** should be completed for each course. Students may complete with faculty or OAA can facilitate the completion to establish course requirements, the impact of absences and potential attendance alternatives. A copy must be submitted to OAA for review to determine final course specific adjustments related to attendance. OAA will notify the student and faculty of the final approved adjustments for the course. If the Reasonable Attendance Adjustment Plan is not completed and submitted to OAA then course specific attendance adjustments will not be approved and OAA will not monitor disability related absences.

In-depth information regarding this accommodation, responsibilities and determining essential course requirements can be found at [odr.appstate.edu](http://odr.appstate.edu). This accommodation should not be applied retroactively.

Student: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Course: \_\_\_\_\_

Class Days/Times: \_\_\_\_\_

Anticipated # of future disability related absences: \_\_\_\_\_

Absences that have occurred thus far: \_\_\_\_\_

How should faculty be notified of each disability related absence? (Ex. Email, phone, etc.)

**OAA must also be emailed at [academicaccess@unca.edu](mailto:academicaccess@unca.edu)**

What is the preferred timing, when possible? (Ex. before class, night before, etc.)

*Note: In a situation when the student is unable to communicate, notification should occur as soon as physically capable.*

**Attendance and Participation:**

How many absences are permitted per the syllabus? \_\_\_\_\_

How many (total) absences are possible before fundamentally altering essential course requirements/ experiences/outcomes? \_\_\_\_\_

Are there specific dates or class meetings (such as a guest speaker, an activity that cannot be replicated, etc.) which are unable to be made up? Please state below:

For a disability-related absence, could any of the following be a way to obtain material missed in class? Check any that apply.

- Attend another section of lecture/lab at these available times:
- Obtain missed information during office hours at these available times:
- Student is responsible for obtaining notes/announcements from classmate  
(Name: \_\_\_\_\_)
- Method of material shared (via email, text, etc.):
- Remote into course via Zoom
- Alternate method: Assignments (Including Projects, Labs, Homework, Group Presentations, etc.)

In general, assignments are still due even when disability related absences occur. However, when extenuating circumstances occur (ie. hospitalizations), if unable to attend class, how can the assignment be turned in? Check any that apply.

- Submitted electronically via email (by what time? \_\_\_\_\_)
- Submitted during the next class meeting

Other: What options exist for contribution to group assignments?

What is the policy on missed tests/quizzes?

How would the student arrange to take a missed test/quiz due to a disability related absence?

- Use OAA Test Proctoring
- Take with instructor
- OTHER:

Please describe any other considerations to be made:

Excessive absences, even with an approved OAA attendance accommodation, may require a student to explore options such as Withdrawal. Please note that UNCA does not have a Medical Withdrawal option, and regular . Faculty may also consider granting students an incomplete grade to allow an opportunity to fulfill course requirements, such as through independent study or by attending class lectures the following semester.

Student Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date form completed: \_\_\_\_\_