Reasonable Attendance Adjustment Plan (RAAP)

To be completed by instructors strictly by invitation only at this time - the information you share below will guide ARS, EOC and the Office of the Dean of Students in their decisions concerning approved absences for your class(es)

All students, regardless of circumstances and obligations, disability, pregnancy or medical condition, are responsible for fulfilling the essential requirements of their courses/programs/degrees, including attendance expectations. However, some students have circumstances and obligations associated with a university related activity, religious observance, significant health condition, personal/family emergency, a disability, pregnancy or a medical condition which may impact attendance.

The University Approved Absence Office (UAAO), Accessibility Resources and Service (ARS) or Equal Opportunity and Compliance (EOC) may determine that an attendance adjustment accommodation is reasonable when a student's circumstances and obligations aforementioned prevent them from physically attending class; this does not permit unlimited absences and in the case of students connected with ARS/EOC is not intended to be applied retroactively, that is to account for absences incurred before this plan was agreed between the authorizing office and the instructor.

Students remain accountable for all academic activities (assignments, assessments, required readings, etc.) and the evaluation standards specified on the syllabus. Seasonal illness (ie. flu, mono), temporary impairments, health conditions not on record with ARS/EOC, and non-disability/medical condition related absences are not subject to
the reasonable attendance adjustment accommodation.

The University can often find reasonably alternative but equivalent options for students to successfully complete essential course requirements without compromising course standards. These options are determined on a case-by-case basis in consideration of the condition's anticipated impact on attendance, the course requirements and faculty expectations.

In most cases, class attendance is critical to a student's mastery of knowledge and skills taught in a specific course. Students are expected to follow the attendance policy established by the instructor for each class and it is not considered reasonable for instructors to fundamentally alter, waive or lower: essential course requirements, academic standards, or educational experiences/outcomes when attempting to accommodate absences; there is no expectation that they do so.

Some options that may be considered as a reasonable adjustment for an absence:

- Assigning comparable, alternate work.
- Adjusting timelines for coursework and tests.
- Allowing students to attend repeat lectures given in other course sections.
- Allowing students to review missed materials during office hours.
- Allowing students to obtain missed material/notes from a classmate and/or TA.

Instructors are invited to complete the form below for each of their courses to assist UAAO, ARS and EOC in decision making when addressing absences and attendance adjustment requests.

Excessive absences, even with an approved ARS/EOC reasonable attendance adjustment accommodation, may require a student to explore options such as a Medical Class Underload or Medical Withdrawal through Campus Health Services. Instructors may also consider granting students an Incomplete grade (IN) to allow an opportunity to fulfill course requirements during the following semester. It is the student's responsibility to initiate requests of this nature with their individual instructor(s), and the responsibility of the instructor to consider requests on a case-by-case basis.

More information regarding this accommodation, responsibilities and determining essential course requirements can be found at [https://ars.unc.edu/faculty-staff/absences](https://ars.unc.edu/faculty-staff/absences).

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**Course details**

Instructor *  
Instructor Email Address *  
Course prefix (e.g. CHEM) *  
Course number (e.g. 101) *
<table>
<thead>
<tr>
<th>Course section number (e.g. 001)</th>
<th>__________________________</th>
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<tbody>
<tr>
<td>Course meeting days/times *</td>
<td>__________________________</td>
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<tr>
<td>Please share a copy of your syllabus if available</td>
<td>Upload</td>
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<tr>
<td>Semester *</td>
<td>__________________________</td>
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<tr>
<td>  Spring 2020</td>
<td>__________________________</td>
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<tr>
<td>  SS1 2020</td>
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<td>  SS2 2020</td>
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<td>  Fall 2020</td>
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<td>  Spring 2021</td>
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**Communication**

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

Note - the authorizing office (ARS or EOC) should also be notified.

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

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

**Attendance, Participation, Submission of Work Due and Group Assignments**

What does your syllabus say about attendance? How many absences are permitted per the syllabus?

Are there specific dates or class meetings (e.g. using a guest speaker, event, prepared activity) that cannot be replicated, repeated or made up in any way?

For an approved 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
- Obtain missed class content and information during office hours
- Student to be responsible for obtaining notes/announcements from classmate
- Remote into class meeting via Zoom
Alternate method

Please give details for options selected...

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. *

To be submitted electronically via email

To be submitted during the next class meeting

Alternate method

Please give details for options selected...

What options exist for contribution to group assignments? *

How many approved absences are possible before fundamentally altering essential course requirements/ experiences/outcomes? *

Test/Quizzes/Exams/Assessments

What is the policy on missed tests/quizzes/exams/assessments? *

How should the student arrange to take a missed assessment due to a disability related absence? *

Use ARS Test Proctoring

Take with instructor or TA

Other...

Other issues of note

Please describe any additional issues or considerations to take into account *

Might it be possible for a student to engage in your class remotely, for example, through a Zoom session? Would there be any particular challenges to such an arrangement? If not, why not? *
This form has been developed as part of a pilot process by ARS, EOC and the Office of
the Dean of Students to help with their work concerning approved absences and to
support instructors; your suggestions and observations are most welcome.

Source URL: https://ars.unc.edu/faculty-staff/reasonable-attendance-adjustment-plan-raap

Links
[1] https://ars.unc.edu/faculty-staff/absences