**ECU Disability Support Services**  
**Reasonable Attendance Adjustment Plan**

<table>
<thead>
<tr>
<th>Student:</th>
<th>Instructor:</th>
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</thead>
<tbody>
<tr>
<td>Course:</td>
<td>Meeting Date:</td>
</tr>
<tr>
<td>Class Day/Time:</td>
<td>Instructor Email/Daytime Phone:</td>
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**Anticipated number of disability related absences:** (Student Response) ________________________________

### 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, lab activity, etc.) which are unable to be made up/replicated.

Could any of the following be a way to make-up the missed class without penalty of an absence? Check any that apply.

- [ ] Attend another section of lecture/lab  
  Available Day/Time: ____________________________

- [ ] Obtain missed information during office hours  
  Posted Hours: ____________________________

- [ ] Remote into course via WebX, Skype, etc.

- [ ] Alternate/Other: ____________________________

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

In general, assignments are due even when disability-related absences occur. In rare circumstances when assignment submission is not possible, by what method may an assignment be turned in without consequences? Check any that apply.

- [ ] Submitted electronically via Blackboard/Canvas
- [ ] Submitted via email
- [ ] Submitted during the next class meeting
- [ ] Other: ____________________________

What is the time frame for submitting work unable to be completed due to disability-related absence?

Indicate any graded group/collaborative work, and your expectations for submitting and receiving credit.

### Test/Quizzes/Exams

What is the general policy on make-up tests/quizzes?

- [ ] Utilize DSS Proctoring Services
- [ ] Other: ____________________________

If the student misses an exam due to a disability-related absence, how should the student arrange to take the exam?

- [ ] Other: ____________________________

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DSS [07/2019]
Communication

By what methods may the student inform faculty of a disability-related absence? The student should email or cc: Dssdept@ecu.edu

What is the preferred timing of such communications when possible?

Note: In a situation when the student is incapacitated, the expectation is to communicate as soon as physically capable.

☐ E-mail:
☐ Other:

☐ Evening Before
☐ Day of class
☐ Other:

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 Plan, they should contact the Disability Support Services, 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 DSS staff. For more information regarding disability-related grievances, refer to the Disability Guidelines, found on the DSS website: https://accessibility.ecu.edu/students/dss-guidelines

Upon completion, the original signed copy of this form will be stored by Disability Support Services office. DSS recommends all parties keep copies for their records.

Student Signature   Date                       Faculty Signature   Date

ECU Disability Support Services
Slay Hall, Rm 138
252-737-1016 (O) 252-737-1025 (Fax)
Dssdept@ecu.edu