



University Approved Absences

Faculty Council

Jan. 20, 2023



Why are we here?



- Raise awareness of the [Class Attendance Policy and University Approved Absences \(Faculty Council Resolution 2018-1\)](#)
- Address common misconceptions
 - A University Approved Absence (UAA) must be present to approve an absence and/or offer a make-up accommodation.
 - It is optional to comply with Class Attendance Policy on University Approved Absence
 - If an absence doesn't get approved for a UAA, faculty can't accommodate a student's absence
- Share resources and forecast what is next on this topic

Why are we here?



- In 2020-2021, there were approximately **1,079** UAAs
- In 2021-2022, there were approximately **5,063** UAAs
- 2022-2023 is on track to the 2021-2022
- These numbers do not include Covid absences.

This is creating a bottleneck that is causing delays in response times, inappropriate UAA submissions.

Class Attendance Policy (what it is)

(Maintained by the Education Policy Committee. Resolution 2018-1, passed on February 9, 2018)



The intent of the policy is to comply with the law and to provide a fair learning experience for students with a University Approved Absence (UAA).

This policy covers the bare minimum required. **Faculty do not need permission to approve and/or excuse any absences.**

The policy, simplified (when to use & how)



Circumstances considered UAAs:

- Authorized University activities
- Disability/religious observance/pregnancy, as required by law and approved by [Accessibility Resources and Service](#) and/or the [Equal Opportunity and Compliance Office](#) (EOC)
- Significant health condition and/or personal/family emergency as approved by the [Dean of Students](#), [Gender Violence Service Coordinators](#), and/or the [Equal Opportunity and Compliance Office](#) (EOC).

Faculty can:

- Excuse a student from class/allow makeup work without sending the student to the UAAO office if the student has a UAA
- Excuse a student from class/allow makeup work even if the student does not have a UAA
- Devise their own strategy regarding how make-up work is handled as long as it meets the minimum standard described by the “Make-up Coursework and Assessments” part of the policy.

Scenario 1



Student asks to miss class and make up the work because they have an interview for graduate school.

This is not an authorized university activity and not a University Approved Absence (UAA). The faculty can...

- a) Allow the student to miss class and submit make-up work. The faculty member does not need a UAA and should not refer the student to the UAA Office.
- b) Deny the request

Scenario 2



The faculty member receives a notification from the UAAO that a student has a University Approved Absence for specific dates.

- a) The faculty member must provide make-up work for the student
- b) The faculty member decides not provide a make-up even though it is policy
 - Student should appeal through the department chair or designee

Scenario 3



The student tells the faculty member that they have the flu and are unable to come to class to take an exam.

This is not a University Approved Absence.

- a) The faculty member can provide a make-up exam or other work deemed equivalent. The faculty does not need to request a UAA from the UAAO.
- b) If the faculty member will not excuse non-UAA absences, then this should be stated in the syllabus.

The Ask



- Complicated...can't solve everything today
- Faculty have freedom and approach is often department specific
- We ask that you engage with your faculty to educate/provide clarity
- What has made it gray has been interpretation
- EPC working to frame boundaries on reasonable requests



For alternative exam/make-up activities

- [Flexibility with boundaries](#)
- [CFE Consultations](#)
- [UNC Keep Teaching Digital Strategies Exams & Assessments](#)
- [UNC Keep Teaching Help Forum](#)

General UAA guidance

- [University Approved Absence Policy FAQs for Faculty](#)

Class Attendance Policy (what)



(Maintained by the Education Policy Committee. Resolution 2018-1, passed on February 9, 2018)

This policy applies to University approved class absences (listed below). For final examination absences see the Policy on Final Examinations.

Regular class attendance is a student obligation. Students are responsible for all of their work, including assessments, tests, and written work, and for all class meetings. If a course instructor **chooses** to take attendance and sees that a student misses three or more consecutive class meetings or misses more classes than the course instructor thinks advisable, the instructor may report the facts to the student's advisor and/or academic dean.

No right or privilege exists that permits a student to be absent from any class meetings, except for these University Approved Absences:

1. Authorized University activities
2. Disability/religious observance/pregnancy, as required by law and approved by [Accessibility Resources and Service](#) and/or the [Equal Opportunity and Compliance Office](#) (EOC)
3. Significant health condition and/or personal/family emergency as approved by the [Dean of Students](#), [Gender Violence Service Coordinators](#), and/or the [Equal Opportunity and Compliance Office](#) (EOC).

Instructors may work with students to meet attendance needs that do not fall within University approved absences. For situations when an absence is not University approved (e.g., a job interview or club activity), instructors determine their own approach to missed classes and make-up assessments and assignments.

The University's policy regarding University approved absences as well as the instructor's course-level policies are communicated to students via the instructor's course syllabus on the first day of class.

Students are encouraged to communicate with their instructors early about potential absences and are reminded that they are bound by the [Honor Code](#) when making a request for a University approved absence.

The Class Attendance Policy for enrolled students at UNC-Chapel Hill was updated in February 2018 when Faculty Council passed [Resolution 2018-1 \(On Amending the Policy on University Approved Absences\)](#).



**Can you
serve as a
'champion'
trainer?**

