



# Revision of the Class Attendance Policy

Faculty Council meeting (presentation by Taskforce  
convened by Education Policy Committee)

April 26, 2024



# 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.**

- Address common misconceptions (THESE ARE NOT CORRECT)
  - 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

# Educational Policy's Role in this Policy



- The Class Attendance Policy established UAA and a UAAO.
- The UAAO reviews all UAA requests and related communications. Non-standard requests are forwarded for review to an EPC sub-committee.
- In reviewing these requests, EPC realized the policy and expectations for make-up coursework and assessments needed clarification.
- The Class Attendance Policy reached the 5-year implementation anniversary this academic year.
- The EPC sub-committee and Dean of Students office recommended a complete review of the policy in lieu of smaller edits.

# What are some of the problems?



1. The policy lacked clarity on what qualified as a UAA for Authorized University Activities, as was the process for making such a request.
2. EOC language needed updates and needed to address short-term military leave.
3. Lingering impacts from COVID on student and faculty understanding of expectations for UAAs for medical conditions.
  - COVID interrupted the planned implementation (2019-2020) and the changing CDC guidance confused students and faculty
  - The rate of updates outpaced the ability to adequately educate our campus
4. Challenges with implementation of the “Make-up Coursework and Assessments” expectations.
  - Large enrollment classes and highly active learning environments are especially impacted adversely by the current policy

# Major Update 1 – Authorized University Activity



- Clarification to what qualifies as an Authorized University Activity.
  - *“An absence is an Authorized University Activity if the absence serves a purpose for the whole university as the university, as a collective entity... An absence is not university-authorized if it is for one class, one major, one professor, or one student organization.*
- Sets expectations for proactive requests and communication by students with instructors and faculty.

# Major Update 2 – EOC Updates and Military Leave



- Separate and add clarity for absences required by law or policy.
  - EOC Accommodations (EOC) – Notification will come from EOC, not the UAAO
  - Religious Observance – NC General Statute requirement, sets expectations for students to submit requests proactively
  - Pregnancy Accommodations – Sets expectations for students to submit requests to EOC for review and determination
- Add language to address required short-term military leave.
  - Defines eligible types of military-leave and reviewing authority by Carolina Veterans Resource Center

# Major Update 3 – Significant Health Condition



- Set general expectations for number of days impacted to qualify as a “significant health condition.”
  - *“Significant health conditions are generally defined to be ones in which the student will be required to miss five or more consecutive days of class.”*
- Clarifies that faculty/instructors will not be notified of specific reason for UAAs in this category.
- Added language addressing absences that are not UAAs.
  - *“In situations when an absence is not University Approved (e.g., due to a job interview, club activity, common illness such as the flu, strep throat or Covid), instructors determine their own approach to missed classes and make-up assessments and assignments”*

# Major Update 4 - Make-up Coursework & Assessments



- Recognized appropriateness and need for varying approaches due to meeting patterns, sizes, requirements, assignments, attendance meeting requirements, etc.
- Faculty/instructors are the course experts their course design and methodology for meeting learning objectives.
  - *For UAAs: “Instructors will provide reasonable adjustments that permit course objectives and learning outcomes to be met. These adjustments must allow students to demonstrate what they have learned and not penalize the students' final grade in the course. Faculty will clearly define these adjustments in the syllabus. It is a University expectation that instructors be prudent, fair, and equitable when a student misses an assessment due to a University Approved Absence. The total number of allowable University Approved Absences per course will be based on individual course learning methodologies and outcomes as determined by the student, their course instructor(s) and the designated university office/department (e.g., EOC, department chair).”*