

I. ATTENDANCE REQUIREMENTS

The following attendance requirements shall apply to all College students:

- A. Students are expected to attend and be on time for all scheduled classes and labs. Students should refer to the course syllabus for individual course attendance requirements. At the instructors' discretion, students may make-up work missed. When students must be absent, it is vital that they remain in contact with their instructors.
- B. Any student who has not attended at least one face-to-face class meeting or completed one assignment/activity for an online class by the date in which the course census date of the class has passed will be reported by the instructor as "never attended". A student who has never attended a class by the course census date will have their access removed until they contact the instructor.

Under extenuating circumstances, a student who has never attended by the course census date may petition for reinstatement in the class and earn course credit. The student should notify the instructor, in writing, of the extenuating circumstances prior to the course census date of the class and provide compelling documentation to support the request for reinstatement. Reinstatement will only be considered by the instructor when the absences were due to unforeseeable and uncontrollable circumstances. An instructor's decision regarding reinstatement may be appealed to the appropriate Dean within two (2) business days. The Dean's decision is final.

- C. Any student who has been absent for two consecutive weeks in a 16-week term or one week in shorter academic terms may request to withdraw from the course if they believe they cannot satisfactorily meet the course requirements. Students will receive a grade of "WP" for course withdrawals made up to the 60% point of the class. Consistent with policies establishing attendance in online courses, logging into a course site but failing to perform the aforementioned actions does not constitute attendance. If a student does not request to withdraw after the 60% point of the course, students will be considered enrolled in the course and receive the grade earned at the end of the course. does not request to be withdrawn

Under extenuating circumstances, a student may petition, in writing to the instructor, for a grade of "WP" after the 60% point of the course. A grade of "WP" may be awarded and will only be considered when the absence was due to unforeseeable and uncontrollable circumstances. Tuition refunds or credits will not result from a student requested withdrawal.

- D. A student's absence while participating in a College-sponsored or approved activity will be considered an excused absence for participating students. Such excused absences will not be considered in the students' class attendance for drop purposes, nor will excused absences be included in the determination of a grade for "participation" of which class attendance is a part. The responsibility for making up class work rests entirely with the student. All assignments, tests, labs, class time and final exams to be missed due to College sponsored or approved activity will be

rescheduled prior to the excused absences or otherwise rescheduled at the discretion of the instructor.

- E. The College provides reasonable accommodations, including a minimum of two (2) excused absences each academic year, for religious observances required by a student's religious practice or belief. Such reasonable accommodations must be requested in accordance with the procedures for this Policy and include the opportunity for the student to make up any tests or other work missed due to an excused absence for a religious observance. An accommodation request imposes responsibilities and obligations on both the College and the student requesting the accommodation. College faculty are required, as part of their responsibility to their students and the College, to adhere to this Policy and ensure its full and fair implementation by reasonably accommodating students' religious practices or beliefs. Regardless of any accommodation that may be granted, College students are responsible for satisfying all academic objectives, requirements and prerequisites as determined by their instructor and the College.
1. Academic year: The sequence of fall, spring and summer semesters.
 2. Reasonable accommodation: Any change in an academic course or program of study with respect to the way tasks or responsibilities are customarily done that enables a student to observe his/her religious practice or belief without creating an undue hardship.
 3. Religious practice or belief: A practice or observance that is sincerely held within the tenants of that religious belief.
 4. Undue hardship: An accommodation that would require significant expense or difficulty for the College or would result in the inability of the student to perform an essential function of his or her course/program of study. The determination of undue hardship is dependent on the facts of each individual situation.

Adopted: August 26, 2022

Legal Reference: N.C.G.S. § 115D-5(u); 1B SBCCC 500.99; 1G SBCCC 200.93