



College of The Albemarle Policy

Policy Number: 5.2.1

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Title: Attendance

Related Policy and Procedures: Procedure 5.2.1.1 Student Religious Accommodations; Procedure 5.2.1.2 Absences for Military Service Members; Policy 5.2.2 Withdrawal from Courses; Procedure 5.2.2.1 Never Attending Reporting; Procedure 5.2.2.2 Drop/Withdrawal from Courses

Division of Responsibility: Learning; Student Success and Enrollment Management

College of The Albemarle (College) is a non-attendance taking institution. The College regards class lectures, demonstrations, discussions, and other in-class experiences as vital components of the educational process which cannot be easily compensated through out-of-class make-up work. Regular participation, which may include attendance, is key to academic success.

Pre-Census Attendance:

- I. In accordance with State Board Community College Code (SBCCC), attendance verification is required up to the census date of the course. Any student who has not met the attendance verification requirement by the date in which ten percent (10%) of the course has passed will be reported by the instructor as “never attended”. A student who has never attended a course by the ten percent (10%) date is no longer enrolled in the class and will not earn credit.
- II. Traditional classes are those in which the student is physically present at a specified time and day and in a specified location. Attendance verification in traditional classes is determined by the physical presence of the student in the class, lab, clinical, internship site or other designated educational locale. Distance Education classes shall include all methods of delivery used for classes offered by College of The Albemarle except for traditional seated classes. Attendance verification in distance education classes is based on the student completing periodic assignments during the duration of the class. Blended, Hybrid, HyFlex, and Web Conferencing classes may use a combination of the above methods to establish attendance in each modality. The instructor should follow the methods established for attendance verification in traditional and distance education classes.
- III. Under extenuating circumstances following a “never attend”, a student may petition, in writing, the academic dean for reinstatement in the course upon demonstrating the capacity and likelihood of satisfactorily completing requirements as indicated on the course syllabus. Reinstatement will only be considered when the absence was due to documented unforeseeable and uncontrollable circumstances.



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Post-Census Attendance:

- I. Although the College is a non-attendance taking institution, a faculty member may voluntarily take attendance. Faculty are responsible for stating their course attendance and tardiness requirements in the course syllabi distributed at the beginning of the academic term. It is the student's responsibility to know and understand the attendance requirements for each instructor. Voluntary attendance taken after the census date should be reported in the learning management system (LMS).
- II. Some programs may have more rigid attendance requirements due to regulations set by accrediting boards, state, and federal licensing agencies. These attendance requirements will be explained in the handbook for that particular program. These programs may use a third-party platform to take attendance.
- III. Students using Veterans Affairs (VA) benefits are required by the VA to verify their continued enrollment each month. The college is responsible for reporting changes in enrollment status for students using Veterans Affairs (VA) Education Benefits. Therefore, faculty will be asked to verify continued active participation for students using VA benefits.

Active Participation

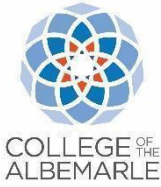
- IV. Students are expected to actively participate and engage in their learning. Active participation by a student

(1) Is defined by the institution in accordance with any applicable requirements of its State or accrediting agency;

(2) Active participation includes, but is not limited to—

- (i) Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- (ii) Submitting an academic assignment;
- (iii) Taking an assessment or an exam;
- (iv) Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- (v) Participating in a study group, group project, or an online discussion that is assigned by the institution; or
- (vi) Interacting with an instructor about academic matters; and

(3) Does not include, for example—



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- (i) Living in institutional housing;
- (ii) Participating in the institution's meal plan;
- (iii) Logging into an online class or tutorial without any further participation; or
- (iv) Participating in academic counseling or advisement.

Religious Observance

- V. The College provides reasonable accommodations, including up to two (2) excused absences each calendar 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.

Definitions:

- A. Calendar Year: July 1 - June 30
- B. 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.
- C. Religious practice or belief: A practice or observance that is sincerely held within the tenants of that religious belief.
- D. 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.

Legal References: N.C.G.S. § 115D-5(u); 1B SBCCC 500.99; 1G SBCCC 200.93; Title 38 U.S.C. 3684

June 13, 2023

June 9, 2026

June 9, 2026

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision