



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**

Division of Responsibility: Learning; Student Success and Enrollment Management

College of The Albemarle (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.

Attendance Requirements

The following attendance requirements shall apply to all College students:

- I. 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 missed work. When students must be absent, it is vital that they remain in contact with their instructors.

Some programs may follow a more rigid attendance policy due to regulations set by accrediting boards, state, and federal licensing agencies. These attendance policies will be explained in the handbook for that particular program.

- II. 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 ten percent (10%) of the class has passed will be reported by the instructor as "never attended". A student who has never attended a class by the ten percent (10%) date is no longer enrolled in the class and will not earn credit.
- III. Traditional classes are those in which the student is physically present at a specified time and day and in a specified location. Attendance in traditional classes is determined by the physical presence of the student in the class, lab, clinical, internship site or other designated educational locale. The instructor should follow the procedures established for keeping attendance in traditional classes. Distance Education classes shall include all methods of delivery used for classes offered by College of The Albemarle except for traditional seated classes. Attendance in distance education classes are based on the student completing periodic assignments during the duration of the class. The instructor shall follow the procedures established by the college for keeping attendance in distance education classes. Blended, Hybrid, HyFlex, and Web Conferencing classes may use a combination of the above procedures as the course is a combination of face to face and online instruction.
- IV. Curriculum students who miss more than 10 percent of the total contact hours in a course may be withdrawn from that course. A grade of "W" will be assigned for any course from which the student is administratively withdrawn. Administrative withdrawals will be allowed up to the



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published withdrawal deadline each semester (approximately the 75% point of the semester). Thereafter, the earned grade will be posted.

Under extenuating circumstances, a student may petition, in writing, the instructor, 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 unforeseeable and uncontrollable circumstances. Tuition refunds or credits will not result from an administrative withdrawal.

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

June 13, 2023

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N/A

Date Approved by Board of Trustees

Date of Last Review

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