



College of The Albemarle Procedure

Procedure Number: 3-12.1P

Pages: 1 of 2

Title: Student Attendance

Related Policy and Procedures:

Division of Responsibility: Division of Learning

October, 1994; February, 2003;

April, 2007; May, 2013

September, 2013

January, 2021

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision

College of The Albemarle shall develop a procedure outlining attendance requirements for students.

Administrative Responsibilities

It is the responsibility of the Vice President of Learning in conjunction with the Academic Deans to review and revise this Procedure.

PROCEDURES

A. Procedural Responsibilities

College of The Albemarle regards class lectures, demonstrations, discussions, and other in-class experiences as vital ingredients of the educational process which cannot be easily compensated through out-of-class make-up work.

Therefore, curriculum students who miss more than 10 percent of the total contact hours in a course may be withdrawn from that course.

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.



College of The Albemarle Procedure

Procedure Number: 3-12.1P

Pages: 2 of 2

B. Traditional (On-Campus) Classes

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.

C. Distance Education Classes

Distance Education classes shall include all methods of delivery used for classes offered by College of The Albemarle except for traditional seated classes and classes offered via the Information Highway. Attendance in distance education classes is 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.