

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES CLASS ATTENDANCE/ PARTICIPATION	Procedure 5.2.1.4
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The faculty, staff, and administration at Haywood Community College (“College”) care about student success. In order to facilitate a successful academic environment, students are expected to attend and be on time for all scheduled classes and labs. Additionally, students are further expected to actively participate in their classes in order to appropriately meet the course objectives and outcomes. Students should refer to each course syllabus for individual course participation 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. The following information further describes the attendance and class participation procedures at the College, both prior to and after each course census date.

I. PRE-CENSUS DATE ATTENDANCE REQUIREMENTS

The College requires that all faculty take attendance through the census date of each class, per the North Carolina Community College System (NCCCS) and HCC Policy 5.2.1. The following requirements shall apply to all College students prior to the census date of a class:

- A. Any student who has not attended at least one face-to-face class meeting or completed the required attendance assignment for an online class by the census date will be reported by the instructor as never attended class (NS). A student who has never attended a class by the census date will be purged from the appropriate course(s) with no financial penalty from the College. However, this purge impacts any financial award per federal guidelines.
- B. Under extenuating circumstances, a student who has never attended by the 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 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. Reinstatement requires the recommendation of the instructor of the course, the consent of the Dean, and the approval of the Executive Vice President of Instruction and Student Services.

II. POST-CENSUS DATE PARTICIPATION REQUIREMENTS

After the census date of each class, the College only tracks student participation in courses for the purposes of student success. No official record of attendance is maintained after the census date, except in programs, which require specific attendance policies based on state regulations and licensing boards. However, faculty are required to monitor student progress and participation and make necessary referrals should a student cease actively participating in the course.

The following guidelines shall apply to all College students after the census date of a class:

- A. If, at any point in the semester, a faculty member observes a student has ceased participating in class, the faculty member is required to submit an early alert within the College's student retention software. The alert will notify the student's success team that the student has ceased participating, and will allow for follow up. The goal of this alert will be to reengage the student through the success team in order to facilitate their continued success. Notes of each interaction will be documented in the College's student retention software. The amount of non-participation that triggers an early alert from the faculty member will be at their discretion; however, in order to allow the success team proper time to respond, the alert should be done as quickly as possible when the student is observed to be at risk.
- B. After an early alert is submitted for a student, a faculty member may give the student a final grade of WA at the end of the course assuming the following steps have been made:
 - 1. Attempts by the faculty member and the success team for intervention are unsuccessful, and the student is nonresponsive to any College initiated communication,
 - 2. The student indicates to the faculty member or success team that they do not intend to return to the course (If this occurs, the student should be referred to complete a withdrawal form, which would prevent them from potentially being required to pay back any financial aid funds if applicable),
 - 3. The faculty member concludes that the student's continued lack of participation and work completion endangers their overall success.

In such cases, a grade of "WA" will be assigned to the student per the guidelines set forth in Procedure 5.2.2.2 Withdrawal Types. Administrative withdrawals will be allowed for a student whose last date of participation is prior to the published student withdrawal deadline each semester (approximately the seventy-five 75% point of the semester) or the 75% point of the course in cases of short semester classes. 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 non-participation was due to unforeseeable and uncontrollable circumstances. Reinstatement requires the recommendation of the instructor of the course, the consent of the Dean, and the approval of the Executive Vice President of Instruction and Student Services. Tuition refunds or credits will not result from an administrative withdrawal.

- C. With the permission of an instructor, students may miss class due to their participation in College-sponsored events or activities. Non-participation for such cases will not negatively affect a student's grades or access to class. The responsibility for making up classwork 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 at the discretion of the instructor.
- D. 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 these procedures 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 procedure 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.

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.

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