

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES ATTENDANCE	Policy 5.2.1
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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 the required attendance assignment 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 class (NS). A student who has never attended a class by the ten percent (10%) 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.

Under extenuating circumstances, a student who has never attended by the ten percent (10%) 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 ten percent (10%) percent 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 Curriculum Dean, and the approval of the Vice President of Instruction.

- C. Faculty members are responsible for administering these attendance rules for their respective courses, for excusing absences, for determining how missed work should be made up, and for assessing grade penalties. Students who miss fifteen (15%) or more of possible time for a course for any reason, will be administratively withdrawn from the course. Some programs may have stricter attendance policies as required by program accreditations. A grade of "W" will be assigned for any course from which the student is administratively withdrawn.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 published Administrative Withdrawal deadline each semester (approximately the 85% 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. Reinstatement requires the recommendation of the instructor of the course, the consent of the Curriculum Dean, and the approval of the Vice President of Instruction. Tuition refunds or credits will not result from an administrative 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.

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: 8-14-2017

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