



# CENTRAL CAROLINA COMMUNITY COLLEGE POLICY & PROCEDURE MANUAL

## Student Services Section

### *Policy 5.2.1 - Attendance*

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## **I. DEFINITIONS**

- **Academic Year** - The sequence of fall, spring, and summer terms, typically beginning on or about August 15 of each year and ending on or about July 31 of the following year.
- **College-Sponsored or Approved Activity** - Includes, but is not limited to:
  - A sanctioned athletic game when the student is a member of the respective College athletic team,
  - An approved conference, competition, or other event a) related to a College club or student organization b) that is hosted by the governing or similar organization with authority, oversight, or other relevant connection to the College club or student organization, c) and when a student is a member of the respective College club or student organization, or
  - A field trip or similar experience connected to a course taken by a student and scheduled in such a way as to reasonably require the student to miss a class.

Student life and activity events do not qualify as a College-sponsored or approved activity.

- **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 or her sincerely held religious belief, practice, or observance without creating an undue hardship.
- **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 or program of study. The determination of undue hardship is dependent on the facts of each individual situation.

## **II. ATTENDANCE REQUIREMENTS & MISSED WORK**

Students are expected to attend and be on time for all scheduled course meetings, including but not limited to classes, labs, clinical rotations, and work-based learning sites. Students should refer to the course syllabus for individual course attendance requirements. Instructors may, but shall not be required to, allow students to make up missed work in accordance with adopted procedures. When students must be absent, advance notification shall be required except for in emergency circumstances; under emergency circumstances, students should notify their instructor as soon as reasonably possible.

## **III. NO ATTENDANCE PRIOR TO CENSUS DATE**

Any student who has not either 1) attended at least one face-to-face course meeting or 2) completed a designated assignment or activity for an online course by the date at which ten percent (10%) of the course has passed (“Census Date”) will be reported by the instructor as “never attended.” A student who has never attended a course meeting by the Census Date shall no longer be enrolled in the course and will not earn credit. Refunds for “never attended” removals shall be governed by Policy 6.1.4 - Tuition-Fee Refunds and its procedures.

Under extenuating circumstances, a student who has never attended by the Census Date may petition for reinstatement in the course and earn course credit. The student should notify the instructor, in writing, of the extenuating circumstances that prevented the student from attending prior to the Census Date of the course and provide compelling documentation to support the request for reinstatement. Reinstatement may be considered in accordance with procedures adopted by the President when the absences were due to unforeseeable and uncontrollable circumstances.

## **IV. ADMINISTRATIVE WITHDRAWAL**

Any student who has been absent for two (2) consecutive weeks in a 16-week term or one (1) week in shorter academic terms will be administratively withdrawn from the course. A student in an online or hybrid course will be administratively withdrawn for any of the following reasons:

- Missing assignments for (2) consecutive weeks in a 16-week term or one (1) week in shorter academic terms,
- For hybrid courses, missed attendance for (2) consecutive weeks in a 16-week term or one (1) week in shorter academic terms, or
- Lack of communication with the instructor regarding course participation for (2) consecutive weeks in a 16-week term or one (1) week in shorter academic terms.

Consistent with policies establishing attendance in online courses, logging into a course site but failing to perform the aforementioned actions does not constitute attendance. Refunds for administrative withdrawals shall be governed by Policy 6.1.4 - Tuition-Fee Refunds and its procedures. The President may adopt procedures allowing for exceptions to administrative withdrawals as they deem appropriate.

## **V. APPROVED ACTIVITY CONSIDERED EXCUSED ABSENCE**

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 a College-sponsored or approved activity will be rescheduled prior to the excused absences or otherwise rescheduled at the discretion of the instructor.

## **VI. EXCUSED ABSENCES AS REASONABLE ACCOMMODATION**

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 to 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.

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### **REFERENCES**

|                                       |                                                                                                                                                                                                           |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Statutory References</b>           | N.C.G.S. § 115D-5(u)                                                                                                                                                                                      |
| <b>Regulatory References</b>          | 1B SBCCC 500.99, 1G SBCCC 200.93                                                                                                                                                                          |
| <b>Relevant Guidance</b>              | None                                                                                                                                                                                                      |
| <b>Policy Manual Cross-References</b> | Referenced by: <ul style="list-style-type: none"><li>• Policy 5.2.2 - Withdrawal from Courses</li></ul> Referencing: <ul style="list-style-type: none"><li>• Policy 6.1.4 - Tuition-Fee Refunds</li></ul> |

### **POLICY HISTORY**

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| <b>February 10, 2026</b> | Adopted. |
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