

# Attendance

## I. Attendance Requirements

The following attendance requirements shall apply to all College students:

1. Students are encouraged 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.
2. 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. 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. An instructor's decision regarding reinstatement should be communicated to the appropriate Dean and the Records Office immediately. The Vice President for Academic and Student Affairs must approve waiver of FTE for these reinstatements.
3. Any student who has been absent for more than 20 percent of a course may be administratively withdrawn from the course. A grade of "W#" will be assigned for any course from which the student is administratively withdrawn.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 published Withdrawal deadline each term. The student will be given two business days to respond via email with a request to remain in the course. When administrative withdrawals are submitted because critical course or program requirements are not met (e.g. required clinical hours or program dismissal) an opportunity to request readmission to the course will not be available. Tuition refunds or credits will not result from an administrative withdrawal.
4. 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.
  - a. Academic year: The sequence of fall, spring and summer semesters.

- 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.

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**Policy Number:** 05.02.01

**Legal Reference:**

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

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