

## 4.12.1 Student Class Attendance

Policy Tracking	Date
Approved	
Revised	February 6, 2019
Reviewed	

- I. Regularity of class attendance is necessary in order to receive maximum benefits from the program offered and for maintenance of a satisfactory academic record. Whenever students' attendance or punctuality endangers their own success or that of other students, they may be withdrawn from the course. A student may be withdrawn for absences if any of the following occur:
  - A. Accumulating a combination of excused or unexcused absences exceeding ten (10) percent of the scheduled class contact hours for the semester. Three tardies constitutes one class absence. In online and hybrid classes, missing weekly assignments that are academically related, excluding simple logins and/or email, are considered "absences".
  - B. Logging into an online course but NOT completing graded activities for 14 consecutive days AND failing to communicate with the instructor during that time period. Submission of any graded activity, including those with failing grades, will constitute attendance in the class.
- II. Instructors will make good faith efforts to stay in contact with students who stop attending their course(s). If after repeated communication attempts it becomes necessary to withdraw a student for non-attendance, the withdrawal must be completed between 14 and 25 days of non-attendance, and no later than 30 days of non-attendance. It is very important that the withdrawal grade and last date of attendance are provided on the withdrawal. In exceptional circumstances, such as in the case of illness, an instructor may allow a student to remain in class if in the instructor's opinion the student has a reasonable chance of completing the course objectives. The instructor should maintain documentation of any communication with the student and/or his/her family.
- III. A student is expected to confer with each instructor before anticipated or after unavoidable absences. The responsibility for making up class work rests entirely with the student. In exceptional circumstances, such as in the case of illness, an instructor may allow a student to remain in class if the student has a reasonable chance of successfully completing the course learning outcomes.
- IV. When a student is to be withdrawn from a course for excessive absences, the instructor initiates the withdrawal process of the student from course enrollment following documented procedures. The instructor will provide a withdrawal grade, reason for withdrawal, and a last date of attendance. No refund of tuition is authorized for students withdrawn for excessive absences by instructors.
- V. In accordance with State Board of Community Colleges Code, a student may be extended up to two (2) excused absences during each academic year for religious observances required by that student's faith. In each case, the student must provide written notice of the request for such an excused absence to his/her instructor(s). For all regularly scheduled observances, such request must be made to each affected instructor within the first week of each class on a form provided by the College. Otherwise, the request must be submitted at least two weeks prior to the requested absence on the form provided. If the day(s) of observance falls on the first day of class, such request shall be made to the Vice President for Instruction and immediately thereafter to the instructor. Where multiple classes may be missed, the student shall provide notification to each affected instructor. Instructors shall provide a record of excused absences using this provision to the Office for Instruction within a time frame deemed reasonable by the instructor. Excused absences for religious observation shall be recorded as a student absence toward the ten percent maximum as provided for in "Subsection A" above. For the purposes herein, a day of religious observation means an observance that is part of a sincerely-held religious belief that the student would otherwise be able to attend but for having to attend class.
- VI. A student's absence while participating in a College-sponsored or approved activity (excluding SGA sponsored events) will be considered an excused absence for participating students. Such excused absences will not be considered in the students' class attendance for withdrawal 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.
- VII. Closings or delayed openings of Blue Ridge Community College may not correspond with the closings or delayed openings of the public school system in Henderson and/or Transylvania Counties. High school students who are dependent on transportation provided by the public school system may be unable to attend class on days that the public schools are closed or delayed if Blue Ridge Community College is on a normal schedule. Absences caused by this situation will not be considered in the students' class attendance for withdrawal purposes, nor will the 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, and it is the student's responsibility to communicate to the instructor that they are dependent on public school transportation.