

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES <b>ATTENDANCE REQUIREMENTS AND STUDENT CLASSIFICATIONS</b>	Policy 6.02.01
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## I. ATTENDANCE REQUIREMENTS

The following attendance requirements shall apply to all College students:

1. 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.
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%) 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 or receive a tuition refund for the course. For more information about tuition refunds, see Policy 7.01.04 – Tuition and Fees Refund.

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 may be appealed to the appropriate dean within two (2) business days. The dean's decision is final.

Students reported as "never attended" may request to have their status changed to "audit".

3. Any student who has been absent for two consecutive weeks in a 16-week term or one week in shorter academic terms will be administratively withdrawn from the course. See Procedure 6.02.01.01 – Administrative Withdrawal Procedures.

A student in an online or hybrid course will be administratively withdrawn following two consecutive weeks in a 16-week term (or one week in shorter academic terms) of missed assignments, missed attendance (for hybrid), and lack of communication with the instructor regarding course participation. Consistent with policies establishing attendance in online courses, logging into a course site but failing to perform the aforementioned actions does not constitute attendance.

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~~A grade of "WF" will be posted for the course prior to the sixty percent (60%) date of the course, and a "WF" (Withdrawal in lieu of failure) will be posted if the withdrawal occurs thereafter.~~ **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

Tuition refunds or credits will not result from an administrative withdrawal.

4. A student may have two excused absences each academic year to attend religious observances required by that student's faith. To qualify for this excused absence, the student must make a written request to the instructor no later than five (5) business days prior to the absence. The written request must state the date of the absence and provide a detailed explanation of the religious observance. Any test or other work missed due to an excused absence for religious observance may be made up without penalty within a timeframe deemed reasonable by the instructor.

## II. STUDENT CLASSIFICATION

1. Part - Time - A student enrolled for fewer than twelve (12) semester hours during any one term.
2. Full - Time - A student enrolled for twelve (12) or more semester hours during any one term.

Legal Citation: G.S. § 115D-5

Cross Reference: 7.01.04 – Tuition and Refund;  
6.02.01.01 – Administrative Withdrawals;  
6.02.01.02 – Student Withdrawals

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