6.8 Class Attendance - Curriculum

Last Revised: January 2014

Policy: At Piedmont Community College (PCC), regular attendance at all class meetings is necessary for student success.

Purpose/Definitions: PCC believes that every student should have the opportunity to succeed. Class attendance helps to ensure that students are given the best opportunity for success in meeting their individual educational goals.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and Student Development has monitoring authority for this policy.

Procedures:
All students are expected to be regular and punctual in meeting all classes. To receive credit for a course, students must attend prior to the Census Date and must attend a minimum of 80% of class, lab, and shop hours. Failure to attend class is an absence, regardless of the reason (PCC Policy 6.8.1 Religious Observance Student Absence Policy). Absences are counted from the first scheduled meeting of the class, not the first day the student attends. All work missed during absences must be made up to the satisfaction of the instructor. Failure to complete required assignments will negatively affect the student’s final grade.

All students who exceed the 20% limit of absences may be withdrawn by the instructor through the 50% 70% point of the course. If a student exceeds the 20% limit after the 70% point, the instructor is authorized to award the student an I or F grade. To award an I grade the instructor must meet with the student and complete the Incomplete Form found in PCC Policy 6.12.

A student receiving veteran’s benefits who exceeds the 20% limit should be withdrawn from the course with the appropriate grade as soon as they exceed the limit. Student Development must be notified as soon as possible by the instructor in order to prevent overpayment of benefits.

Any exception to this policy must be authorized by the instructor.

Legal Citation: 23 NCAC 02D .0323

History: Effective October 1988; Revised October 2001, February 2012, January 2014