

ATTENDANCE

South Piedmont is an attendance taking college. The College does not differentiate between “excused” and “unexcused” absences in calculating course attendance.

Regular attendance and participation are essential to student learning and successful completion of a course. South Piedmont Community College recognizes that students are adults with many responsibilities, and occasional absences are unavoidable. However, absences in no way lessen the student’s responsibility for meeting the requirements of the course.

Attendance in Traditional or Web-Enhanced Classes

Traditional or web-enhanced courses are seated classes in which students attend on campus or at other designated physical locations.

In this class, if a student fails to maintain attendance for a period equivalent to two calendar weeks (14 consecutive days) for 10-, 12-, 16-week classes OR one calendar week (7 consecutive days) for classes lasting 8 weeks or less, depending on the length of the course for the semester/term, the instructor **will** withdraw the student from this class by submitting an Instructor-Initiated Withdrawal Form and a grade of “WI” (Withdrawal by Instructor) will be assigned.

For purposes of this policy, attendance at the College in traditional or web-enhanced courses is defined as physically attending a seated class.

Attendance in Distance Learning Classes (100% Online)

Distance learning courses are taught completely online. Student attendance in online courses is defined as active participation in the online course.

In this class, if a student fails to maintain attendance for a period equivalent to two calendar weeks (14 consecutive days) for 10-, 12-, 16-week classes OR one calendar week (7 consecutive days) for classes lasting 8 weeks or less, depending on the length of the course. For the semester/term, the instructor **will** withdraw the student from this class by submitting an Instructor-Initiated Withdrawal Form and a grade of “WI” (Withdrawal by Instructor) will be assigned.

For purposes of this policy, attendance at the College in online courses includes:

1. Submitting an academic assignment
2. Taking or submitting an exam or quiz
3. Completing an interactive tutorial
4. Participating in an online study group assigned by faculty/instructor(s)
5. Participating in online discussion forum/board assigned by faculty/instructor(s)
6. Student-initiated documented contact with the faculty member (email from SPCC issued account, virtual meeting, in-person meeting, conference calls) to ask a content-related question(s)

For any situation that results in the student being unable to log into his/her online course, the student is responsible for contacting the instructor.

Attendance in Blended/Hybrid/HyFlex Classes

Student attendance in blended/hybrid/HyFlex courses is defined as active participation in the blended/hybrid/Hyflex course. Blended/hybrid/HyFlex courses have both online and seated class attendance requirements.

In this class, if a student fails to maintain attendance for a period equivalent to two calendar weeks (14 consecutive days) for 10-, 12-, 16-week classes OR one calendar week (7 consecutive days) for classes lasting 8 weeks or less (depending on the length of the course) for the semester/term, the instructor **will** withdraw the student from this class by submitting an Instructor-Initiated Withdrawal Form and a grade of "WI" (Withdrawal by Instructor) will be assigned.

For purposes of this policy, attendance at the College in blended/hybrid/HyFlex courses includes:

1. Physically attending a seated class or participating in a virtual synchronous class
2. Submitting an academic assignment
3. Taking or submitting an exam or quiz
4. Completing an interactive tutorial
5. Participating in an online study group assigned by faculty/instructor(s)
6. Participating in online discussion forum/board assigned by faculty/instructor(s)
7. Student-initiated documented contact with the faculty member (email from SPCC issued account, virtual meeting, in-person meeting, conference calls) to ask a content-related question(s)

For any situation that results in the student being unable to log into his/her blended/hybrid/HyFlex course, the student is responsible for contacting the instructor.

Absences for Religious Observances

According to the SPCC Religious Observances Policy (1.17), two excused absences each semester (fall and spring) for religious observances required by the faith of a student are permitted.

Census Dates

Entry into a course must occur by the census date (10 percent point for the course). The census date for this course is located on the first page under Course Information. Students must be physically present and/or complete a graded assignment by the census date to remain in the course.