

6.8 Class Attendance

Last Revised: September 2023

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

Purpose/Definitions:

Purpose

The purpose of this policy is to establish the College's expectations of students regarding class attendance and to outline the consequences of class absences.

Definitions

Census—date marking the end of the add/drop period for a course section which occurs at the 10% point of the course.

Class—lecture and other instruction provided in a class under the supervision of an instructor ([1D SBCCC 400.1](#)).

Clinical practice— credit of one semester hour is awarded for each 48 hours of clinical practice. Clinical practice provides an opportunity for health science students to apply knowledge and skill in their delivery of care in a health care setting. A qualified faculty member, clinical instructor, or preceptor, as defined by the program-related approving or accrediting body, shall supervise clinical practice to provide the student with learning experiences related to the program and to monitor and assess the student's application of skills ([1D SBCCC 400.1\(c\)\(2\)](#)).

Experiential Lab—experiential laboratory work means instruction given to a student by an instructor to increase the student's knowledge and skills without immediate student application ([1D SBCCC 400.1](#)).

Faculty Directed Lab—instructional activities are demonstrated or conducted by an instructor with immediate student application ([1D SBCCC 400.1](#)).

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

Procedure:

Section 1: Attendance

- 1.1. All students are expected to be regular and punctual in attending classes.
- 1.2. To receive credit for a course, students must attend class prior to the Census Date and are expected to attend class, lab, and clinical as outlined in the syllabus.
- 1.3. Failure to attend class is an absence, regardless of the reason except as outlined in PCC Policy 6.8.1 Religious Observance Student Absence Policy.
- 1.4. Absences are counted from the first scheduled meeting of the class, not the first day the student attends.
- 1.5. All work missed during absences must be made up to the satisfaction of the instructor.

Section 2: Consequences of Absences

- 2.1. Failure to complete required assignments will negatively affect the student's final grade.
- 2.2. A student who does not participate in a course for two consecutive weeks may be withdrawn by the instructor through the 70% point of the course.
- 2.3. If a student stops participating after the 70% point, the instructor is authorized to award the student an I or the grade earned.
 - 2.3.1. To award an I grade, the instructor must meet with the student and complete the Incomplete Form found in PCC Policy 6.12 Grading System - Curriculum.

Section 3: Exceptions

- 3.1. Some programs or courses may follow a more stringent attendance policy due to regulations set by state and federal licensing agencies or by accrediting agencies. In these instances, students must adhere to the more stringent attendance policy.
- 3.2. If the program or course attendance policy is different from the college-wide attendance policy, the differences will be outlined in the program handbook or course syllabus.
- 3.3. Exceptions to the attendance policy will also apply to students in accordance with PCC Policy 7.16 Infectious Diseases:

- 3.3.1. Any student who knows or has a reasonable basis for believing that they are infected with a communicable disease has the responsibility to voluntarily report this fact, on a confidential basis.
 - 3.3.1.1. A student (curriculum or continuing education) notifies the Vice President, Student Development to determine the appropriate response to their health needs, including reasonable accommodations they may be entitled to by law.
- 3.3.2. Information regarding an individual's communicable disease may be shared for legal or medical purposes confidentially, in accordance with applicable laws that protect the privacy of individuals with communicable diseases, unless written consent is given to release the information more broadly.

Legal Citation: [1G SBCCC 200.93](#), [1D SBCCC 400.1](#)

History: Effective October 1988; Revised October 2001, February 2012, January 2014, July 2020—cross-references PCC Policies 6.8.1 Religious Observance Student Absence Policy, 6.12 Grading System - Curriculum, and 7.16 Infectious Diseases, May 2022—updated definitions, September 2023

Cross-references PCC Policies 6.8.1 Religious Observance Student Absence Policy, 6.12 Grading System – Curriculum, and 7.16 Infectious Diseases.