Community Development Academy <u>Online</u>

Class Attendance Policy

For the online version of the Community Development Academy, it is important for the policy to encourage maximum attendance for the live interactive sessions. The course involves a significant amount of group work, and the content builds on itself, so the attendees need to be on the same page and have the same level of knowledge in order to carry on productive discussions with each other. The course also appears on each participant's transcript, so it is necessary to track attendance for transcript purposes. At the same time, it is fair to account for the reality that some participants will need to miss a session due to personal or professional events.

The Community Development Academy requires that students complete approximately 40 contact attendance hours and pass the electronic exam to receive a certificate of completion. To receive the certificate at the conclusion of the online version of the course, a student may miss no more than one 3-hour session. Each participant can receive access to one recording for the single session they have missed, and they must report to the program manager after they have finished viewing that recording. This allows some flexibility for individuals, while balancing the need to encourage maximum live participation.

For a participant who must miss more than a single 3-hour session, no further recordings will be provided, and the participant will **not receive a certificate for course completion**. If the student misses an additional 3 hours after missing one 3-hour sessions of instruction, in addition to losing eligibility for a certificate, they will be listed as **"incomplete"** and **will not receive any contact hours** on their transcript. Participants who are no longer eligible for the certificate and who are listed as incomplete are still welcome to attend all live sessions that they wish to attend.

Any participant who must miss a class or depart early should inform the Academy program manager as soon as possible. This allows the program manager to make the necessary notation on the member's record and to work with the student to make any necessary adjustments to the student's record.