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**SCHOOL OF GOVERNMENT
THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL**

IIMC Clerks' Certification Institute

Class Attendance Policy

The International Institute of Municipal Clerks requires that clerks' certification institutes it sanctions comprise at least 120 hours. Students in the School of Government's certification institute fulfill this requirement by (1) attending Certification Institute classes in February, May, August, and October, (2) successfully completing homework assignments in a timely manner, and (3) successfully completing all required examinations and assessments. The School of Government will award a Certificate of Completion once a class member has fulfilled all of these course requirements.

Since attendance at all class sessions, timely and successful completion of all homework assignments, and successful completion of all examinations and assessments is required for the Certification Institute program, any class member who must miss a class or depart for home early should inform the Institute director as soon as possible. This allows the director to make the necessary notation on the member's record and to work with the member to arrange for make-up classes, homework assignments, examinations, or assessments if necessary.

Arranging to make up missed work is ultimately the responsibility of each class member, however. While the Institute director and the School of Government will try to work with class members who must miss classes or other work due to emergencies such as unexpected illnesses or natural disasters, they can offer no guarantee that there will be suitable alternatives outside the regular four-week course program of which class members can avail themselves. If make-up sessions are not available, it may be necessary for the class member to repeat that week's instruction, homework, examinations, and assessments at a future date, either in Chapel Hill at a future offering of the Certification Institute by the School of Government, or at a certification institute offered by another university.

Class members with questions about attendance requirements should discuss them with the Institute director.