

Municipal and County Administration Requirements for Program Completion

To receive a program completion certificate, participants must meet both **participation** and **attendance** requirements.

Participation Policy

- Actively engage with all course components, including pre-recorded video lectures, exercises, small group work, and readings.
- Contribute meaningfully to class discussions and breakout groups, and complete all required assignments.

Attendance Policy

- **Attendance on the first day of class is mandatory.**
- Participants must attend at least **80% of the program**. This allows for up to **20% absence (25 hours)**.
- The absence allowance is **yours to manage**—you may choose when to use it without prior approval.
- You will need to **track your own absences and failures to sign in for attendance**. We recommend keeping a personal record (e.g., calendar or planner) to monitor your attendance.
- The School of Government, we will verify attendance at the end of the program, for certificates of completion.
- You are responsible for following the attendance tracking system to be counted present.
- **Sessions are not recorded**, and there are **no make-up options** for missed classes.

General Expectations

- **Be on time** for all class sessions, especially morning announcements and important updates.
- **Do not sit in the top row. Keep these seats open for visiting faculty or leadership drop in guests to observe certain sessions.**
- **Wear your name tag** each day, and **bring your tent card** to display during class. These help foster engagement and communication among classmates and faculty.
- Follow any additional guidelines shared during orientation or posted in the classroom.

If you have questions about this policy, contact:

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