

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

Community Development Academy

Class Attendance Policy

The Community Development Academy requires that students complete over 40 contact attendance hours and pass the electronic exam to receive a certificate of completion. Occasionally a student will miss more than a single session of an hour or two. When that happens, the student becomes **ineligible to receive a certificate**. If the student misses more than half a day of instruction, in addition to losing eligibility for a certificate, they are also listed as "**incomplete**" or withdrawn and **will not receive any contact hours** on their transcript. There are no makeup opportunities.

Since attendance at all class sessions and successful completion of the electronic exam is required, any class member who must miss a class or depart early should inform the Academy program manager and the faculty member as soon as possible. This allows the program manager and the faculty member 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.

Attendees are not permitted to participate in the second week of the Academy unless they have attended the first week. 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. Someone who missed the first week of the course wouldn't participate at the same level as other members of the class, which isn't fair to the attendees who have attended all of the sessions. In addition, seats in the course are in high demand. We cannot reserve seats in the second week for someone who has missed the first week.

Class members with questions about attendance requirements should discuss them with the Community Development Academy faculty member.