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 at least 42 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a day of instruction, in addition to losing eligibility for a certificate, they are also listed as "**incomplete"** or withdrawn and **will not** receive any contact hours on their transcript.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.

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