

**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 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, June, 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.

The Certification Institute curriculum incorporates a few more hours than the minimum number required, in order to help accommodate emergencies such as unexpected illness or natural disasters. If too many hours are missed during a given week, however, it may be necessary 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 Institute of Government, or at a certification institute offered by another university.

Arranging to make up missed work is the responsibility of each class member. While the School of Government will try to help class members in planning to make up work, it can offer no guarantee that there will be suitable alternatives outside the regular course program of which class members can avail themselves.

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