

Supervised College Functions

Students are allowed to make up work for classes missed while on a scheduled, supervised College trip or function. In no instance will a student be penalized for an excused absence. This policy applies to, but is not limited to, attendance, exams, tests, quizzes, and any other grade-determining criteria regardless of their name or method of administration.

Procedures for implementing this policy are as follows:

1. The student will notify the instructor in person not later than one class meeting prior to the absence for regularly scheduled events. In the case of a rescheduled activity, an appropriate form will be placed in the instructor's mailbox the day of the event. The form will carry the official College seal, and any form without the seal should not be accepted.
2. The student should request from the instructor work that can be made up prior to the absence.
3. Examinations and other assignments that cannot be done prior to the absence will be made up at a time mutually agreed upon by the student and the instructor.
4. If the work is not completed, due to absences while participating in extracurricular activities, the student will be given an "incomplete" grade and will have one semester to complete the course.
5. To help prevent excessive absenteeism, those staff members responsible for scheduling student activities and athletic events should make every effort to schedule trips away from campus when they are least likely to affect class attendance.

Other Excused Absences

Students are expected to attend all scheduled class periods for the courses in which they are enrolled unless they are participating in a scheduled, supervised College trip or function or unless they have been called for military duty, jury duty or subpoenaed as a witness during regular school days. Because there is no set number of acceptable absences, students should refer to their course syllabi for attendance requirements.

A student who has extensive absences due to illness, hospitalization, or a death in the family, should notify his or her individual instructors when possible, or if necessary, the dean for academic affairs.

Students will be allowed to make up work for classes missed due to:

- a scheduled, supervised College trip or function
- a death in the immediate family
- military obligations
- jury duty
- serving as a witness in court

Students should personally notify an instructor *prior to* an absence unless the instructor specifies that another College staff member (e.g., a club sponsor, coach, activities director) may notify him or her of the student's prospective absence. Students who have been summoned for jury duty must present a copy of the official notification or the subpoena to the instructor prior to the absence.

Procedures for implementing this policy are as follows:

1. The student will notify the instructor in person not later than one class meeting prior to the absence.
2. The student should request from the instructor work to be completed prior to the absence.
3. Examinations and other assignments that cannot be done prior to the absence will be completed at a time mutually agreed upon by the student and the instructor. This should be done no later than the end of the semester.
4. Students who fail to complete class work due to absences while participating in College-sponsored extracurricular activities will be given an incomplete grade and will have one semester to complete the course. Students who are absent due to military call up will also be given an incomplete grade and will have one semester to complete the course after their return.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE) _____
PRESIDENT

FEBRUARY 7, 2017 _____
DATE

ADOPTED: FEBRUARY 17, 1981
AMENDED: NOVEMBER 21, 1990; AUGUST 8, 2012; JANUARY 13, 2017; **FEBRUARY 7, 2017**
CROSS REF.: BOARD POLICY 8410, STUDENT ATTENDANCE POLICY