

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3260 LEAVE

Students will not be penalized for absences during the semester due to unavoidable and/or legitimate circumstances. Such circumstances may include, but are not limited to, significant illness or injury of the student or his or her dependent; participation in scheduled, college-approved events*; intercollegiate athletic events; subpoena; jury duty; military service; or bereavement.

It is the responsibility of students to plan their schedules to avoid excessive conflict with course requirements. A student must notify instructors of circumstances identified above as soon as possible. The student may be required to provide evidence of the treatment, circumstance, or event that is the basis for the absence. Instructors must be notified at the beginning of the semester about planned absences and arrangements made to make-up required work. Students who are unexpectedly absent from class should contact faculty members as soon as possible; in all cases, it is the student's responsibility to initiate contact with the faculty member. Instructors are not required to accommodate makeup of course work, laboratory experiences or examinations to suit students' personal convenience or to accommodate situations such as vacations.

NCTC instructors determine and inform students of their own policies and procedures regarding absence from class, laboratory, and examinations. Instructors may have attendance policies that result in penalties that impact course grades. Make-up work is determined at the sole discretion of the instructors; they are not obligated to afford or arrange course make-up times for any student due to student absence unless it is due to one of the circumstances noted above.

The instructor has the primary responsibility to decide if an absence is due to unavoidable or legitimate circumstances. If a student believes he or she has been wrongly denied the opportunity to make up or due to disagreement with the instructor about the legitimacy or unavoidability of an absence, the student should pursue his or her complaint using the usual process for appeals of student grievances. We encourage students to use the available informal resolution procedures before filing a complaint or grievance. For details see policy 3240 and 3240P.

<http://www.northlandcollege.edu/about-northland/policies-and-procedures/3000/>

Students must attend classes for which they are registered or they need to follow the appropriate steps for class drop/add/withdrawal. For details see policy 2090

http://www.northlandcollege.edu/about/policies/_docs/2090.pdf

* Scheduled, college-approved events that require students to miss class. Examples include: musical performances, academic conferences, class field trips, athletic competitions, and class-required attendance at special campus events. Student **MUST** be in good academic standing.

<i>Date of Implementation:</i>	08/24/2015
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