

## NORTHLAND COMMUNITY & TECHNICAL COLLEGE

### 3260 STUDENT LEAVE/ABSENCE

#### **STUDENT RIGHTS AND RESPONSIBILITIES:**

Students are expected to regularly attend the classes for which they are registered, and familiarize themselves with instructors' individual attendance policies. It's the responsibility of students to initiate and follow through on direct communication with instructors about any type of absence for which they desire accommodations. Students have the right to avoid suffering irreversible grade penalties when certain conditions are met; namely, those connected to Student Leave and College-Sanctioned Activity absences (detailed below).

#### **INSTRUCTOR RIGHTS AND RESPONSIBILITIES:**

Instructors determine specific class policies and procedures regarding absences from scheduled class meetings (lectures, labs, exams, etc.), and they are responsible for providing these policies and procedures to students. Instructors have extensive freedom and flexibility in this regard, so their policies may differ considerably with respect to such things as whether prior notification of absence is required, whether supporting evidence is required, whether make-up work will be allowed, whether and what kinds of grade penalties will be assessed, and so on. Instructors also have a responsibility to ensure that their policies and procedures are reasonable, and to ensure that they are applied and enforced fairly and consistently.

#### **STUDENT LEAVE / COLLEGE-SANCTIONED ACTIVITY ABSENCES:**

*Student Leave* is a series of one or more absences for a defined purpose that, when granted, is considered an approved or legitimate period of absences. Whether a series of absences is to be considered Student Leave or not will be determined on a case-by-case basis by individual instructors, though federal or state regulations may mandate some types of Student Leave to be granted under certain conditions (such as military leave, pregnancy leave, parental leave, jury duty, etc.).

*College-Sanctioned Activities* are scheduled activities including (but not limited to): academic conferences, athletic competitions, class field trips, club-related activities, musical performances, and program-related exams or activities. These types of special activities can create scheduling conflicts internal to the college, in which case the students' participation in special activities is generally encouraged.

When facing absences due to College-Sanctioned Activities or when requesting absences to be considered as Student Leave, students are responsible for notifying instructors as far as possible in advance, supplying relevant supporting documentation if requested, and working within their instructors' class policies and procedures. Instructors may require advance work or make-up work, they may impose deadlines, or they may set other reasonable conditions for the students' work, as long as students who meet their responsibilities are given the opportunity to avoid suffering irreversible grade penalties from these types of absences.

In the special case of extreme short notice of scheduling, it may be unreasonable for instructors to require advance work, but it is generally still reasonable to expect students to notify instructors as soon as they become aware of the need to be absent and then follow through with the rest of the procedures in a timely manner.

Agreements made between instructors and students and any relevant supporting documentation should be recorded and preserved whenever possible.

#### **OTHER ABSENCES:**

Instructors are not required to make accommodations for absences that are neither Student Leave nor due to College-Sanctioned Activities. Other types of absences are handled according to individual class policies, as allowed by the rest of this policy.

Students who do not intend to regularly attend a class for which they are registered are strongly encouraged to Drop or Withdraw, in accordance with [Policy 2090](#) (Drop/Add, Withdrawal & Refund).

Students who fail to regularly attend a class for which they are registered without making sufficient arrangements with the instructor and without Dropping or Withdrawing from the course may be Failed for Non Attendance (assigned an FN grade) or Unofficially Withdrawn (assigned an FW grade) by the instructor, in accordance with [Policy 2092](#) and [Procedure 2092P](#) (No Show/Last Date of Attendance).

### **APPEALS PROCEDURE:**

Students who disagree with an instructor's attendance policy (or enforcement thereof) should pursue their complaints through the usual process for appeals of student grievances, first by pursuing an informal resolution and then, if needed, filing a formal complaint or grievance with the program or college. For details on the college appeal procedure see [Policy 3240](#) and [Procedure 3240P](#) (Student Complaints and Grievances).

If an individual instructor's class policy is found to conflict with this policy, this policy will take precedence over the class policy. Likewise, if this policy is found to conflict with a state or federal regulations, those regulations will take precedence over this policy.

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