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.

Accommodations agreements made between instructors and students, as well as any relevant supporting
documentation, should be recorded and preserved whenever possible, especially in the case of extended
Student Leave (which may also, depending on the agreement, require forms to be filed with the
Registrar).
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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