

**Academic Affairs & Standards Committee**  
September 12, 2017 EGF 290

Present: Don Fischer, Mary Fontes, Brian Huschle, Kari Koenig, Carey Castle, Brian Suckow, Andy Mueller, Jack Haymond, Curtis Zoller, Lisa Bottem, Joel Zeigler, Lynette Neppel  
Absent: Mike Curfman, Erin Almlie

**Approval of Minutes**

The May minutes were approved as recorded. Request was made to include policy in minutes from now on when approved.

**Program Changes**

Vote	Program	Discussion

**Course Changes**

Vote	Course	Discussion

**Program Specific Requirements (Standing Agenda Item)**

Fire Technology – AAS  
Laptop will be required for the program.

**Policies**

Motion was made, seconded, and approved for the following policy change as submitted.  
3260 – Student Leave/Absence Policy. Policy was completely rewritten to address several language issues.

**Curriculum Handbook**

A copy of the curriculum handbook was distributed for all to review and provide feedback to Carey Castle. The document will be discussed further at the October meeting.

**English Classes**

Andy mentioned the 8 week English classes are schedule at 9 week and 7 weeks this semester. The scheduling process needs to be worked out through the Division Chairs and Academic Deans when scheduling the 2018-19 schedule.

**Transfer Pathways**

Brian Huschle informed the committee the Business Transfer Pathway name has been changed to \_\_\_\_\_.  
The transfer pathways are meant to be a better articulation between 2 year and 4 year schools. Not all schools have to participate in pathways, only if the pathway is existing. Nursing worked many hours on developing a pathway but has been pulled from the list, no consensus could be reached. Early Childhood is another program struggling to come to a consensus on learner outcomes. Northland is looking at the Sociology pathway as many of the learner outcomes are currently met in the consortium. Perhaps the English pathway could be another option. Criminal Justice did make it through the pathway last year. Discussion occurred around the 3 existing NCTC Associate of Arts pathways will need to be renamed. To read more about the Minnesota state pathways go the website:  
[www.asa.mnscu.edu/transfer/pathways](http://www.asa.mnscu.edu/transfer/pathways)

**Credentialing Meeting**

Carey Castle informed the committee he will be attending the state wide credentialing meeting Thursday, 9-14-2017. Policy 3.32.31 and 3.32.1.1 are new or are being revised by the policy group. Contact Carey if you have any information you wish Carey to find out.

**2017-18 Meeting Schedule**

Day	Date	Time	Location
Wednesday	October 11	1 - 4 pm	290, 461B, AC15
Wednesday	November 8	9 - 12 pm	290, 461B
Tuesday	December 12	1 - 4 pm	290, 461B
Wednesday	January 10	9 - 12 pm	290, 662, AC15
Tuesday	February 13	1 - 4 pm	290, 461B, AC15
Wednesday	March 14	1 - 4 pm	290, 461B, AC15
Tuesday	April 10	9 - 12 pm	290, 461B, AC15
Wednesday	May 9	9 - 12 pm	461B

## NORTHLAND COMMUNITY & TECHNICAL COLLEGE

### 3260 STUDENT LEAVE/ABSENCE POLICY

#### 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.

<i>Date of Implementation:</i>	<i>08/24/2015</i>	
<i>Date of Adoption:</i>	<i>08/11/2015</i>	
<i>Date &amp; Subject of Revisions:</i>	<i>04/08/15</i>	<i>AASC Approval</i>
	<i>08/11/15</i>	<i>Executive Council Approval</i>
	<i>03/29/16</i>	<i>Reviewed</i>