

# BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

## OPERATING POLICY

Effective Date	Subject	Number	Page
October 8, 2014	<b>STUDENT EVENT AND ACTIVITY ABSENCES</b>	D-OP-4-14	1 of 3
<b>Supersedes/Supplements:</b>	N/A		
<b>Reference:</b>			

### **POLICY STATEMENT**

BridgeValley Community and Technical College (College) expects students to attend all scheduled classes. In the event of approved institutional and/or class activities, students will be excused from classes within the time period of the scheduled activity.

### **PROCEDURES**

#### Type of Student Excused Absence

1. College-wide Events—Administrators of planned institutional events may petition the Chief Academic Officer to provide excused absences for students when the event requires participation across college divisions for the success and benefit of the institution.
2. Class-specific Activities—Faculty of planned instructional activities may petition the Division Dean for an excused absence when the event requires participation from the students for learning experiences, such as field trips that are part of the course requirements or presentation at a conference related to the discipline.
3. Extracurricular Activities—Faculty or staff of planned extracurricular activities may petition the Chief Academic Officer for an excused absence when the event requires participation from the students for learning experiences not directly related to their discipline such as leadership trainings, community engagement activities, etc.

#### Responsibility

1. All events or activities petitions will be submitted to the Chief Academic Officer.
2. It is the responsibility of the college-wide event administrator or faculty to complete the Excused Absence form and acquire appropriate signatures at least two weeks prior to the event.
3. It is the responsibility of the faculty for class specific activities to complete the Student Excused Absence form and acquire appropriate signatures at least 3 days prior to the event.
4. It is the responsibility of the faculty or staff for extracurricular activities to complete the student excused absence form and acquire appropriate signatures at least 3 days prior to the event.

5. It is the responsibility of the student to provide a copy of the Excused Absence form to the faculty whose classes will be affected by the absence. Upon presentation of an approved excuse, faculty will allow students the privilege of making up the work missed due to participation in the event.
6. The student is responsible for requesting any make-up work and completing assignments in accordance with faculty instruction and timelines.
7. It is the responsibility of the event organizer to assure student authorization travel forms are completed, signed and submitted prior to the day of the event to the Dean or Students or Director of Student Life.

**Approved by:** Cabinet **Date:** 10/8/2014

