

## SECTION 5. Student Policies

### **SUBJECT: Excused Absences**

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**Background:** Students at Lewis-Clark State College are encouraged to get involved in extra-curricular activities as a means of complementing the education they receive in the college's classrooms. Often these activities require students to be away from campus and, thus, missing classes. This policy specifies those extra-curricular activities for which student absences will be accommodated.

**Point of Contact:** Provost, Vice President for Student Affairs

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** President, Vice President for Finance and Administration, Dean for Academic Programs, Dean for Career Technical Education, Faculty Senate, Campus Security, and Residence Life

**Date of approval by LCSC authority:** August 14, 2017

**Date of State Board Approval:** Interim Policy

**Date of Most Recent Review:** 08/2017

**Summary of Major Changes incorporated in this revision to the policy:** This is a new policy

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#### Purpose

1. The purpose of this policy is to establish the college's support for students participating in extra-curricular and co-curricular activities while maintaining progress in their academic pursuits.
  - A. Students who are to be absent from class due to conflicts arising from the students officially representing the college for an approved extra- or co-curricular activity will be permitted to make up any missed classwork, including exams, in a time frame amenable to the faculty member.
    - 1) Students must make arrangements to make up class work or exams well in advance of the scheduled absence, preferably at the beginning of the term of enrollment. The arrangements must be made at least two weeks prior to the scheduled absence.
    - 2) Students may be required to provide documentation to the faculty member to authenticate the absence.
  - B. Approved extra-curricular or co-curricular absences for the purposes of this policy, are: varsity athletics, academic conferences, ASLCSC (student government), state and national club competitions associated with an instructional program, and debate. Faculty are not precluded from accommodating other absences.