

SECTION: 5.0 STUDENTS

SUBJECT: EXCUSED ABSENCES

Title: Excused Absences

Background: Students at Lewis-Clark State College (LC State) 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, Sr. Vice President/Vice President for Student Affairs, Athletic Director

Other LC State 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, Public Safety, and Residence Life

Date of approval by LC State authority: August 2017

Date of State Board Approval: Interim Policy

Date of Most Recent Review: April 2025

Summary of Major Changes incorporated in this revision to the policy: Format changes using LC State style guide and updated language.

1. Purpose

- A. 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.
- B. 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.
 - i. 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 should be made at least two weeks prior to the scheduled absence.
 - ii. Students may be required to provide documentation to the faculty member to authenticate the absence.

2. Approved Absences

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.