

<b>Approved Absence Procedure</b>	Procedure Number	2.15.2P
	Effective Date	February 26, 2016

### 1.0 PURPOSE

The purpose of this procedure is to demonstrate Laramie County Community College’s collective value of and support for student participation in co-curricular and extra-curricular College-approved events and activities.

### 2.0 REVISION HISTORY

Adopted on: 2/26/16

### 3.0 PERSONS AFFECTED

This procedure applies to all faculty, advisors, coaches, and students at Laramie County Community College in regard to credit-bearing courses.

### 4.1 DEFINITIONS

- A. *Academic Dean* – Lead administrator of one of the four (4) academic schools as listed: Arts and Humanities; Business, Agriculture and Technical Studies, Health Sciences and Wellness; and Math and Sciences.
- B. *Academic Advisor* – Generally professional staff, but at times specific faculty, who formally assist students in developing and achieving their education goals, officially assigned within the Student Information System to work with the student.
- C. *Activity, Organization, Association or Team Advisor* – An employee other than an academic advisor of the College who provides leadership and oversight to a student activity, organization, association, or athletic team.
- D. *Coach* – An employee of the college who provides student training, mentoring, advocacy, and oversight for an organized athletic or academic activity.
- E. *Faculty* – Individuals assigned to teach credit-based courses, either full-time or part-time.
- F. *Approved Absences* – Student-required attendance at a scheduled event that has been recognized by the College’s faculty, advisors, and/or coaches will be considered approved (see Policy 3.12 and Procedure 3.12P). Practices and rehearsals are not considered approved absences.
- G. *Co-Curricular* – Activities, programs, and experiences that complement student engagement in the classroom. They may be ungraded, are usually not credit-bearing, may take place outside of class, and often are operated by outside organizations. Example: a classroom field trip, musical performance, debate competitions, math competitions, etc. are considered co-curricular when they are connected in some way to a program of study. Extra-curricular activities have coaches

or activity advisors who are employees of the College and who take responsibility for guiding, coaching, and mentoring students in the activity.

- H. *Excused Absences* – Absences that occur as a result of unexpected events (illness, accident, death in the immediate family, inclement weather, etc.) are excused at the faculty’s discretion. The faculty may require documentation (doctor’s note, etc.) for the absence. Faculty may also require the student to make up the missed work and/or may require appropriate substitute assignments for unique, in-class learning experiences.
- I. *Extra-Curricular* – An activity pursued outside of the normal program of study at LCCC and that any student could take part in if they desire. A student would not have to be enrolled in a particular program of study in order to participate, however may have to compete for the opportunity to participate. Extra-curricular activities are important additions to the educational experience and expand a student’s repertoire of competencies. Examples include, but are not limited to athletics, theatre, music, etc. Extra-curricular activities have coaches or activity advisors who are employees of the College and who take responsibility for guiding, coaching, and mentoring students in the activity.
- J. *Student* – Any person enrolled in credit courses offered by LCCC, either full-time or part-time.
- K. *Unexcused Absences* – Absences that are not “approved” or “excused” shall be considered unexcused.

## 5.1 PROCEDURES

Purposeful and well-designed student activities beyond the classroom contribute to an educational environment in which students are engaged, establish support systems, and more often succeed in their educational goals. To ensure students are able to take advantage of opportunities outside the classroom that provide both personal and educational growth, LCCC students shall be excused from classes for a trip or activity officially approved by the College. Students are encouraged to participate in broadening their learning experiences without jeopardizing their academic standing. Students will not be penalized for participation in a College-approved activity [examples include but are not limited to athletic competitions (not practices), musical performances, class field trips, academic conferences, activity competitions, and class-required attendance at special campus events].

### A. Process

The sponsoring faculty, advisor, or coach will notify their student participants’ faculty and respective Dean in writing of the anticipated missed classes two weeks prior to the scheduled departure or absence. Such notification will include the list of all students who will be absent, as well as the date and time when the team, activity, club, or class will leave, and return to, campus. In cases where travel is required, students must attend all classes which do not conflict with the latest possible departure time.

For approved absences students are expected to personally inform the faculty in writing or by email one week prior to the absence. Students assume responsibility for all missed class material or assignments. If a student fails to provide advance notice of the absence, the faculty may consider the absence unexcused. Faculty may require assignments to be completed before

the missed class, may require appropriate substitute assignments to make up for unique in-class assignments, and will be flexible in working with the student to minimize disruptions to the student's educational experience. Faculty and students must outline expectations early in the class with a written agreement for acceptance of make-up assignments or alternative assignments that will substitute for unique learning experiences, (i.e., lab, clinical, studio, etc.) required to retain academic integrity for the student while pursuing approved activities.

Absences for activities and events not approved for a specific student will result in an unexcused absence. For example: if a student tells a faculty member he/she will be absent from class for a competition and the student is not on the approved participation list, the absence will be considered unexcused.

#### B. Academic Advising Expectation

Students will receive appropriate academic advising assistance in order to take courses scheduled at times that are the least disruptive to their holistic college experience, and based on their program of study, extra-curricular and co-curricular college activities, and scholarship commitments.

#### C. Student Notice of Scheduled Absences and Alternative Class Registration

Students participating in extra-curricular and co-curricular programs will provide a list of scheduled approved absences for the semester to faculty on or before the first day of the class or as soon as the schedule becomes available. After consultation with faculty, when the nature of the course cannot legitimately accommodate the absences, the student will find an alternative course. The faculty member that cannot accommodate the requested absence(s) will articulate this to their Dean for final approval.

#### D. Appeals Process

Students who have a complaint with this procedure should first attempt resolution with the faculty member. If unsuccessful, and an academic grade is not the issue, then the next avenue is to file a complaint under the Complaint Procedure 9.7P.


<http://policies.lccc.wy.edu/Files/Procedure%209.7P%20Complaint%20Procedure-CCsep22-14Edited.pdf>

If the complaint involves an academic grade or standing, the next avenue for appeal follows the Academic Appeals Policy and Procedure as outlined in Procedure 2.16P.

<http://policies.lccc.wy.edu/Files/Policy%202.16%20Academic%20Appeals-BDfeb5-14.pdf>

Faculty who have a complaint with this procedure should first attempt resolution with the student and sponsoring coach or advisor. If unsuccessful, the next avenue for review follows the Complaint Procedure 9.7P.

<http://policies.lccc.wy.edu/Files/Procedure%209.7P%20Complaint%20Procedure-CCsep22-14Edited.pdf>

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Dr. Daniel Powell, Arts and Humanities Dean Dr. Jill Koslosky, Dean of Students	1/5/16
Approval by President's Cabinet		1/26/16
Ratified by College Council	Chad Marley, College Council Co-chair	2/26/16
Approval by President (Signature)		2/26/16