

## **Class Attendance and College-Sponsored Activities and Events**

College-sponsored student activities and events should not conflict with regularly scheduled classes unless necessary. Staff members planning student activities and events during regularly scheduled class times must submit a request to the appropriate Vice President for prior approval. Once approved, the staff member supervising the activity will provide notification to instructors and include the names of the students who will participate. When activities are rescheduled due to weather or other unforeseeable conditions, the staff member will notify the instructors as soon as possible after the schedule change is made.

Participation in approved college-sponsored student activities and events will be considered excused absences, and students will be allowed to complete work according to the following:

1. The student will contact the instructor at least one week prior to the absence. When activities are rescheduled due to weather or other unforeseeable conditions, the student will contact the instructor as soon as possible after the schedule change is made.
2. The student should request from the instructor the work to be made up and complete what can be completed prior to the absence. Examinations and other assignments that cannot be completed prior to the absence will be made up at a time mutually agreed upon by the student and the instructor.
3. If needed, an instructor can make an alternative assignment for the makeup work.
4. If a student fails to notify the instructor prior to the absence or does not complete the assignment as mutually agreed upon, the student will not be allowed to make up the work.