**College Sponsored Activities Policy**

In general, students are expected to attend all classes. Students are responsible for all work missed because of class absence. Instructors shall establish procedures to accommodate students who miss class work due to excused absences. An excused absence consists of an absence resulting from documented active participation in a College-sponsored activity, illness, religious observation, family emergency or military obligation. A College-sponsored activity is one that is declared as such by the President of the College. College-sponsored activities involve events in which the student represents the College, such as athletic competitions, artistic performances, or academic presentations. In these instances the faculty or staff member responsible for the activity must provide participating students with a notification including the dates and times of the absences and the reason for the activity to present to their instructor at least two weeks in advance of the absence. Faculty members are expected to accommodate reasonable absences for College-sponsored activities. Students must develop a plan, subject to approval by the instructor, under which they will complete the missed work.

Students may also be involved in other activities supervised by a College faculty or staff member. Such activities include, but are not limited to, field trips, special events sponsored by a class, and attendance at conferences. It is the student’s responsibility to consult faculty members in advance of their absence. Whenever possible, students must let their instructors know of their absence at least two weeks in advance by providing a written description of the activity signed by their sponsor. Faculty members are encouraged to accommodate reasonable absences for college-related activities, but ultimately accommodation of such absences are at the discretion of faculty members.

*Approved June 2010*