

## STUDENT ATTENDANCE POLICY

Class attendance and participation is a primary requirement for success as a college student. Therefore, NCTA students are strongly encouraged to attend all classes, arrive punctually, and to complete all assigned work according to posted due days and time. However, absence may occur under certain circumstances. The purpose of this policy is to outline procedures for addressing classroom absence. Faculty expectations for attendance and the acceptable process of notifying the instructor of absences should be clearly provided in the course syllabus.

### **Absence for Approved College Activities**

NCTA students are often presented with the opportunity to participate in approved college activities (hereafter referred to as “enrichment activities”) that conflict with regularly scheduled classes. Examples of enrichment activities include, but are not limited to, course/club field trips, attendance at special college lectures, and participation on college teams. Participation in enrichment activities is an important part of an NCTA education and it is one of the primary attributes that differentiates an NCTA education from that received at a more traditional lecture-based college.

Students are encouraged to participate in college sponsored enrichment activities; however, they need to integrate these activities with the requirements of regularly scheduled classes. NCTA faculty understand the value of enrichment activities and will attempt to accommodate reasonable student absence for participation in approved activities as outlined in the course syllabus. Students participating in college sponsored enrichment activities which conflict with regular class hours may be excused from the classes they miss if certain conditions are met as described in the course syllabus or addressed in other NCTA or University policy. However, the very nature of some classroom activities will not allow makeup even if the absence is excused. When a class and an approved enrichment activity create a time conflict, students may choose to attend the enrichment activity or to attend classes on the day of an enrichment activity.

To determine the impact of missing class to participate in enrichment activities, refer to your course syllabus for the attendance policy of each professor. Before missing class, students are required to visit with faculty about coursework they will miss. It is the student’s responsibility to review course requirements found in the syllabus. The student needs to inform faculty at least one week in advance before their absence according to instructions outlined in their syllabus. Faculty are encouraged to accommodate the needs of students participating in college sponsored enrichment activities if possible. At the discretion of the instructor, permission may or may not be given to make up missed class work and/or tests.

When faculty plan enrichment activities which may take a student out of a regularly scheduled class, faculty are encouraged to be sensitive to the impact of other class requirements, schedules and goals. Faculty are responsible for alerting the campus, generally via email, to identify which students will be participating in the enrichment activity. If some students don’t attend on the day of the activity, it’s the responsibility of the faculty member to alert other faculty about this lack of attendance in a timely manner.

### **Absence for Illness**

Students with a contagious disease should not attend class. Students with serious illnesses will be excused from class activities after appropriate documentation is conveyed to faculty. When students are well enough to attend class, they should do so. Students are encouraged to discuss makeup procedures with faculty as soon as possible after the onset of the illness. The Curtis Medical Center is available to NCTA students for the evaluation and treatment of illness. When scheduling appointments at the Curtis Medical Center, avoid scheduling a visit during a time which conflicts with your class schedule. If a visit to the Curtis Medical Center must be scheduled at a time that conflicts with class, students should secure a note from the Medical Center and deliver that note to faculty teaching the missed class.

### **Impact of absence on Financial Aid**

Missing class can affect financial aid. When students stop attending classes at NCTA, federal regulations require that the Office of Student Services and Financial Aid determine the last day of attendance for all students who do not officially withdraw from the college. This would include course failure (F), no-pass (N), and incompletes (I). If the last date of attendance is not reported for each student, the law stipulates that mid-point for that semester be used as the drop date, which could result in a substantial financial aid repayment penalty for the student.

### **Leave of Absence**

For unusual circumstances such as military service, significant illness/hardship, or death in the immediate family, a temporary leave of absence may be obtained. To receive authorization for a leave of absence, appropriate supporting documentation is necessary such as a written statement from a doctor. A leave of absence does not relieve a student from meeting all course requirements. To initiate a leave of absence, students should contact Kevin Martin, Student ADA/504 Coordinator/Advisor for proper documentation. (Appendix 1 – Leave of Absence Form)

### **Incomplete (“I”) Courses**

A course will be given the grade Incomplete or "I" when a student is unable to complete a course due to illness, military service, hardship, or death in the immediate family. The “I” is recorded on the student’s grade report and transcript. Incompletes will be only given if the student has already successfully completed the major requirements of the course (minimum of 75% of course content). The Incomplete Approval Form (Appendix 2) must be completed by the instructor to document instructor approval of the Incomplete grade.

The student will be given one full semester to change a grade of incomplete (I) to a completed grade. This time interval may be shortened by the instructor. Any incomplete not completed by the end of the makeup semester will convert to failure (“F”) on the student’s grade report and will remain permanently on the student’s transcript.

### **Other Absence Accommodations**

An alternative to the “Incomplete” grade is providing the student the opportunity to complete the course via distance learning. This accommodation will only be available if the following conditions are met:

- 1) The student has already substantially completed the major requirements of the course (minimum of 75% of course content).
- 2) The instructor has received the required training for delivering courses via distance learning as documented by the Distance Learning Policy.

To pursue this option, complete the Incomplete Approval Form and note the mechanism agreed upon in the “Requirements for completing the course” section.

Appendix 1 – Leave of Absence Form

**NEBRASKA COLLEGE OF TECHNICAL AGRICULTURE**  
**LEAVE OF ABSENCE REQUEST**

I \_\_\_\_\_ am requesting a leave of absence from  
\_\_\_\_\_ through \_\_\_\_\_ because of:

I understand that this absence does not relieve me from my scholastic responsibilities and serves as notification that I do not intend to drop my classes. I agree to have all missed work completed within a week of my return. I understand that permission to make up the work missed is at the discretion of the instructor and may not be possible due to the nature of the work missed. IE: Labs.

_____ Student Signature	_____ Date	
_____ Advisor	_____ Date	Approved / Disapproved
_____ Instructor	_____ Date	Approved / Disapproved
_____ Instructor	_____ Date	Approved / Disapproved
_____ Instructor	_____ Date	Approved / Disapproved
_____ Instructor	_____ Date	Approved / Disapproved
_____ Instructor	_____ Date	Approved / Disapproved
_____ Registrar	_____ Date	Approved / Disapproved

Copies to: Student Services, Advisor, Student

Appendix 2 – Incomplete Approval Form

## Incomplete Approval Form

A course will be given the grade Incomplete or "I" when a student is unable to complete a course due to illness, military service, hardship, or death in the immediate family. The "I" is recorded on the student's grade report and transcript. Incompletes will be only given if the student has already successfully completed the major requirements of the course (approximately 75% of course content).

Student's name: \_\_\_\_\_

Student's NU ID #: \_\_\_\_\_

Course number/name: \_\_\_\_\_

Section number: \_\_\_\_\_

Credit hours: \_\_\_\_\_

Term: \_\_\_\_\_

Approximate percent of course completed: \_\_\_\_\_

Grade assigned on portion of work completed: \_\_\_\_\_

Justification for the Incomplete:

Requirements for completing the course:

Date course is to be completed (must be within 1 additional semester): \_\_\_\_\_

Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Copies to: Instructor, Student, Registrar Office

Once the student has completed the course, instructors will need to submit a "Grade Change Form" to the Registrar Office.