

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. However, absence may occur under certain circumstances. The purpose of this policy is to outline procedures for addressing classroom absence.

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”) which conflict with regularly scheduled classes. Examples of enrichment activities include field trips, attendance at special college lectures, and participation on college teams such as the crops judging team, the ranch horse team or the livestock judging team. 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 accommodate reasonable student absence for participation in approved activities. 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. However, the very nature of some classroom activities will not allow makeups 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 obtain assignments prior to the arranged absence. The student needs to inform faculty at least one week in advance before their absence. Faculty are encouraged to accommodate the needs of students participating in college sponsored enrichment activities. 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 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. 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, a temporary leave of absence may be obtained. To receive authorization for a leave of absence due to illness, students will need to secure a written statement from the doctor as supporting documentation. A leave of absence does not relieve a student from meeting all course requirements. Refer to the Leave of Absence Request form found on the Common X: NCTA FORMS/STUDENT SERVICES FORMS