Policy on Class Attendance for Official College Related Events

Intent: Provision must be made for absences in the case of official student representation of the College while still maintaining the academic integrity of academic courses and labs. Official representation of the college is an important partnership between the college and the student, providing educational and leadership opportunities for our students as well as a variety of services to our campus community, local community, and college constituencies. This policy represents the minimum standard that courses/labs must accommodate. Faculty are free to find additional ways to accommodate the student through the agreement/contract approach outlined below in policy statement #6. Faculty are encouraged to include a clear statement on attendance in the course syllabus.

Policy:

1. This policy is an extension of the all-college *Class Attendance Policy*
2. The college shall maintain a clearly defined list of activities and events which are characterized as **Official College Related Events** and are hereby covered by this policy.
3. The college shall provide an academic structure that allows for students to be absent from class or lab for specific reasons and still be able to reasonably fulfill all academic expectations for the course/lab.
4. Only students in good academic standing may officially represent the college at an Official College Related Event
5. Absences for Official College Related Events may exceed the limits recommended in the all-college *Class Attendance Policy* as outlined below. Faculty must provide a mechanism for the student to cover the class content missed and any make-up assignments for excused absences that are within the stated limits. The mechanism must be clearly documented in the syllabus.

Per semester limits on excused absences		
TYPE OF CLASS / LAB	Standard # of Excused Absences	Limit inclusive of Official College Related Events
3&4 Credit 65-min classes	*3 class sessions*	*6 class sessions*
3&4 Credit 81-min classes	*2 class sessions*	*4 class sessions*
3&4 Credit One day a week	*1 class Session*	*2 class Session*
Once a week Lab	*1 lab session*	*2 lab session*
All other class/lab types	*No more than 7.5% of total class time*	*No more than 15% of total class time*

6. Participation in Official College Related Events may not cause absences that exceed the stated limit for any course/lab without a written and signed agreement/contract between the student and course/lab instructor. If there is a significant attendance issue due solely to conflicts arising from Official College Related Events, the student should consider finding a more appropriate time for taking the course or not participate in the Official College Related Event.
7. Standard practice for most courses is that students who miss more than the semester-limit in a given course will be subject to a range of penalties as outlined in the attendance policy of the course, including failing the course.

8. If a student violates the attendance policy the faculty must report the absences to the appropriate entity as designated by the Provost in consultation with the Academic Policy Committee. (see the all-college *Class Attendance Policy for specifics on reporting)*

9. Specifically for student-athletes
    a. As per NCAA Rules, Student-athletes may NOT be absent from class or lab for practices or scrimmages.
    b. At the start of each semester, and as needed during the semester, it will be the responsibility of all student-athletes to meet with the professor and present a comprehensive plan that addresses all course content and assignments to be completed. Student-athletes are strongly advised not to miss additional classes beyond those necessary absences for contests.
    c. The Student-athlete has no control over the scheduling of contests, especially as related to make-up contests. Therefore, the college/faculty/coach must be willing to reasonably accommodate these changes during the semester.

Procedure:

1. During the advising sessions prior to registering for classes, academic advisors should work with their advisees to identify and document all potential activities and events which may lead to absences. Students should be prepared to inform their instructors at the start of the semester regarding all known class conflicts.
2. Students are responsible for notifying professors in advance and arranging to make up missed work for any and all absences.
3. Faculty are required to provide a reasonable mechanism for making up missed work for absences that fall within the stated policy limits.
4. At the beginning of each semester or at least 2 weeks prior to the scheduled activity, the person responsible for the Official College Related Event (Director, Conductor, Coach, Athletic Director) is required to send the Provost Office a list of names of the Student participants, the date of conflicts, and the actual starting and ending time of the conflict. For off-campus activities, the expected time to depart campus is required.
5. For informational purposes, the Provost Office will inform the community of students who are involved in representing the college at an Official College Related Event.

Official College Related Events that are subject to this policy:

1. **Athletic Events.** Students traveling with an athletic team to fulfill an intercollegiate athletic schedule as approved by the Athletic Director. The students must be an official member of the team and listed on the roster for the semester.
2. **Choirs and Theater Productions:** Scheduled choir tours, fall and spring play performances for approved drama and fine arts students. Accommodation for dress rehearsals will be granted on a limited basis.
3. **Conferences:** Participation with faculty at approved professional conferences where the student is presenting work with a professor or their own original work. The student must be accompanied by a faculty member or other approved sponsor and must be listed on the official event programs representing Eastern Nazarene College.

4. **Field Trips:** A field trip taking students away from other classes should be an activity that first, cannot be completed outside of class-schedule hours. Second, it should be an activity that requires students to go as a class under the direct supervision of a professor. Attractions off the campus, though educational in nature, should not be the occasion of a field trip unless the above conditions apply. Field trips involving class absences are for regular credit courses and may not be taken during the school week by clubs or student groups. The instructor should plan a field trip well in advance of the scheduled date.
5. **Special course-related activities:** These are activities that are outlined in the course syllabus, limited in scope (e.g., practicum experiences extending over a semester do not qualify), require participation of a section or several sections of a class, or require the presence of students for a day or a few hours in an activity that is scheduled by an outside entity not under the control of the College (e.g., school board meeting).
6. **Special events and conferences.** Events sponsored by the General Church of the Nazarene that are specifically recommended and approved by the administrative team (i.e. Nazarene Student Leadership Conference).
7. **A trip or an activity in the service of the College.** Trips/activities approved by the appropriate administrative team member and that cannot be scheduled at any other time.

The following represents items for which this policy does not apply and would lead to an unexcused absence:

1. Club activities, intramural sporting events, or athletic scrimmages.
2. Practicums, or student teaching: Students may not be excused for regular classes for these purposes. They should arrange their classes at the start of the semester so that such activities will not interfere with their classes.
3. Service-learning projects. These projects are important for students but should be done at times that do not conflict with scheduled classes.
4. Paid work experiences or any work done for any type of compensation. While ENC acknowledges the need for such work, it should be scheduled around classes.
5. Personal issues such as illness, a death in the family, interviews, family vacations, mission trips, visits to other universities, etc. are covered under the general Class Attendance Policy

History:

1. Policy discussed with APC on 4-4-2013 and revisited on 8-29-2013
2. Brought to Faculty Meeting on 4-10-2013 and again on 8-30-2013
3. Approved by faculty on 8-30-2013 amended spring 2014