



## Student Leave for College-Related Activity Form

Students taking Alexandria Technical and Community College classes are expected to attend all scheduled classes unless a leave of absence has been approved. Please use this form to submit a leave of absence for a college-related activity following the following ATCC Procedure.

### **ATCC Procedure 3.11.1 Student Leave for College-Related Activities**

Students enrolled at Alexandria Technical and Community College and who participate in college-sponsored activities and/or approved instructor-generated field trips shall be excused from missed classes without penalty. This also applies to Post-Secondary Enrollment Options (PSEO) students participating in state tournaments.

#### *Notification:*

The club advisor, coach, or instructor will submit a list of students to be excused from classes along with the name of the event or activity, dates, and times of absence to the Academic Affairs Office for approval. The Academic Affairs Office will notify campus faculty at least one week prior to the scheduled college-sponsored activity or event date.

#### *Students Responsibility:*

At least one week prior to the absence(s), it is the student's responsibility to contact each of their instructors and submit Part A of the Student Leave for College-Related Activity form. The plan for making-up the missed work will be completed in collaboration with the instructor(s). Instructors may require make-up work to be completed prior to the absence. The student is responsible for all work missed during the approved absence period, and bear responsibility for engaging with material and mastering material outside of class, sometimes on their own. If this form is not completed one week in advance, the student is not guaranteed the opportunity to make up missed work. The student must keep the form for documentation purposes once it is returned by the faculty.

#### *Instructors Responsibility:*

Once the student has notified the instructor by submitting this form one week prior to the absence, the instructor will sign the form and make the appropriate arrangements for missed work to be completed, to the extent possible. It is understood that classroom experiences cannot be replicated and that alternative learning assignments will be provided. It is at the discretion of the faculty to allow arrangements to be made for missed work if this form is not submitted one week prior to the excused absence(s). The faculty will complete Part B of the form and return it to the student.



## Student Leave for College-Related Activity Form

### **PART A: To be completed by the student**

Today's date: \_\_\_\_\_

StarID: \_\_\_\_\_ First and Last Name: \_\_\_\_\_

Name of college-related activity: \_\_\_\_\_

Date(s) of college-related activity: \_\_\_\_\_

Time(s) of college-related activity: \_\_\_\_\_

Contact person (coach, club advisor, instructor) \_\_\_\_\_

Plan for makeup: \_\_\_\_\_

\_\_\_\_\_

Course title \_\_\_\_\_

Current grade in course: \_\_\_\_\_

### **PART B: To be completed by the faculty**

Student notified me a week in advance to the college-related activity or as soon as possible \_\_\_\_ (initial)

Student has a plan for makeup \_\_\_\_ (initial)

Faculty signature (electronic signature option): \_\_\_\_\_

Date: \_\_\_\_\_

Summary of makeup plan/comments/concerns: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_