

Policy: 2.13

Student Excused Absences

Purpose

To permit students to participate in broadening their learning experiences or civic responsibility without jeopardizing their academic standing in courses.

Policy Statement

Kansas City Kansas Community College students shall be excused from classes without penalty when directly participating in college approved activities and course related field trips.

Part 1. Notification: No later than one week prior to the activity, the activity advisor, coach, or instructor will notify Academic Deans of the date, time, and participating students of the planned activity.

Part 2. Student's Responsibility: It is the student's responsibility to contact their instructor(s) at least two academic calendar days prior to the absence to make arrangements for missed work. If official postponement of an event occurs and the rescheduling renders the two academic calendar day requirement impossible to meet, instructors will not apply the two academic calendar day rule to the student. In such cases, the student is required to contact their instructor prior to the class(es) to be missed. If the student fails to fulfill this responsibility, they may lose the opportunity to make-up the work. Instructors may require make up work to be completed prior to the absence.

Part 3. Instructor's Responsibility: After a student contacts their instructor(s), the instructor(s) will arrange for make-up work or alternative assignments with the student as a result of their excused absence. It must be realized that material missed cannot always be exactly replicated.

Part 4. Jury Duty or Subpoena for Court Appearance: The College encourages a student to accept their civic responsibility if they are called for jury duty. The student who seeks an excused absence for jury duty or court appearance has the responsibility to provide verification of the absence in advance by submitting a copy of the subpoena or official notification of jury duty to their instructor(s). Under these circumstances, the instructor is required to provide an accommodation for the student(s) relating to all academic work missed during the excused absence. Even though the student is excused, it is still the student's responsibility to complete the academic work provided in the accommodation. If the absence becomes excessive to the point of an inability to complete the requirements of the course(s), the student is expected to consult with the instructor to determine other options (i.e., drop, withdrawal, incomplete, etc.).

Board Approved: 11/16/2021