



# Minnesota State Community and Technical College

## Concurrent Enrollment Program Procedure

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### Procedure: Approved Absences

#### **Purpose:**

This procedure is intended to permit concurrent enrollment students to participate in events and activities without jeopardizing their academic standing or penalizing them in the concurrent enrollment classes they miss.

#### **Procedure:**

Students enrolled in M State concurrent enrollment courses and who participate in high school-sponsored activities and approved instructor-generated field trips shall be excused from missed classes without prejudice or penalty.

#### **Notification:**

The coach, instructor or activity advisor will submit a list of students to be excused from concurrent enrollment classes along with the name of the event or activity, dates and times of absence to the concurrent enrollment instructor(s) and the high school principal at least one week prior to the high school-sponsored activity or event date.

#### **Student's Responsibility:**

It is the student's responsibility to contact his/her concurrent enrollment instructor(s) at least two days prior to the absence to arrange to make up work missed. Concurrent enrollment 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.

#### **Concurrent Enrollment Instructor Responsibility:**

Once the student has notified the instructor, the instructor will make arrangements, to the extent possible, to accommodate the absence. It is understood that all missed classroom experiences cannot be replicated exactly.

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