

CCSN Policy	Section: ACF	Number: 7
Title: EXTRACURRICULAR ACTIVITIES POLICY		Policy Effective Date: <u>April 6, 2006</u>
Approved:		
<u><i>Richard Carpenter</i></u> CCSN President	<u><i>April 6, 2006</i></u> Date	
Faculty Senate Recommendation Faculty Senate Recommendation Unnecessary		
<u>Recommended</u> Not Recommended* (if not recommended, reasons are set forth in a separate attached memo)		
<u><i>Darren Divine</i></u> Faculty Senate Chair	<u><i>April 6, 2006</i></u> Date	

POLICY

1. POLICY PURPOSE AND BACKGROUND

It is CCSN's objective to support classroom accommodation of CCSN students participating in College sanctioned extracurricular events, such as intercollegiate athletics, student government, and academic contests. That support should be balanced with the instructor's expectations for student academic performance.

In the event of any conflict between this policy and the UCCSN Code, the Code takes precedence and will be applied notwithstanding this policy.

2. POLICY STATEMENT

In the event a student will be absent from class due to participation in a College sanctioned extracurricular event in which the student will be representing the College, the student should:

1. If the student will be absent for several days during the semester, the student should, where feasible, arrange his or her semester class schedule to minimize absences;
2. Obtain written approval from the appropriate manager, director, dean or vice president authorizing the student's participation in the event;
3. Notify the instructor(s) at the start of the semester of all dates the student is expected to be absent, and again one week prior to the event;
4. Work with each instructor to turn in assignments and take exams either before or after the absence, at the discretion of the instructor.

Instructors receiving requests from students to make-up work due to absences because of student participation in College sanctioned extracurricular events should make reasonable efforts to allow make-up work, but may require:

1. Proof of approval of the absence;
2. Student notification of all anticipated absences at the start of the semester and again one week prior to the intended absence;
3. That assignments or exams should be completed, at the discretion of the instructor, either before or after the absence, and/or the instructor may arrange alternative exams or assignments.

If there is a dispute over compliance with this policy, the dispute should be referred to the Department Chair for resolution. If the Department Chair cannot resolve the dispute, it may be forwarded first to the Dean and then to the Vice-President of Academic Affairs for resolution.

3. AUTHORITY AND CROSS REFERENCES

The authority for this policy is provided in the following:

- Board of Regents Handbook Title 1, Article VII, Section 4

4. APPROVAL AND EFFECTIVE DATE OF POLICY

Approved by the CCSN President on _____. The policy is effective upon signature

_____.

Richard Carpenter, President

Date

5. KNOWLEDGE OF THIS POLICY

All CCSN academic faculty and students should be knowledgeable about this policy.

6. DEFINITIONS

A college sanctioned extracurricular event is one in which the event has been approved for participation by the appropriate Manager, Director, Dean or Vice-President, and the student will be representing the College at the event.

7. RESPONSIBILITIES

The Vice President for Academic Affairs is charged with primary responsibility for implementing this Policy.

8. EXCEPTIONS

The President has the discretion to suspend or rescind all or any part of a policy or procedure when advised by competent legal authority that such policy or procedure is wholly or in part in conflict with laws or procedures of a superior governing body. The President shall notify the appropriate CCSN personnel of the suspension or rescission and cause any necessary changes to be made to the affected policy.

9. CONTACT INFORMATION

Questions about this policy should initially be directed to the Vice-President of Academic Affairs.

10. HISTORY

NA