

## ACADEMIC SCHEDULE CONFLICTS CONTRACT

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Instructor's Name

\_\_\_\_\_  
Course and Section

\_\_\_\_\_  
Class Meeting Time

### SCHEDULE CONFLICT

EVENT/CONTACT PERSON	DATE	APPROVED ABSENCE	NOT APPROVED ABSENCE
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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**STUDENT AND INSTRUCTOR SHOULD RETAIN A COPY OF THIS FORM**

## **STUDENT RESPONSIBILITIES IN ACADEMIC SCHEDULE CONFLICTS**

In situations where students are confronted with obligations or responsibilities (ranging from participation in field trips in the visual arts or the sciences or rehearsals or performances in the performing arts to extra-curricula activities at which students are representing the college such as model senate events or varsity athletic contests) which conflict with regularly scheduled academic classes, the following policy regarding student responsibilities will apply:

- At the beginning of each semester (or in the case of second seven-week courses, at the beginning of the course) students will provide their instructors with a schedule of events for which they have an obligation to attend or participate and request approval for absences for such events (or scheduled departure time for such events) which conflict with the regularly scheduled class time or with previously scheduled special activities for the course. The approved absences will then be listed on a contract signed by both the instructor and the student.
- The instructor has the right to deny a requested absence for any schedule conflict in which the previously scheduled course-related activity is essential to successful completion of the course and is of such a nature that it is unreasonable to expect that the scheduled activity can be made up at a different time.
- For any conflicts other than the above, it is expected that the instructor will approve the requested absence. It is the responsibility of the student to keep up with work covered in class during the approved absence and to obtain all handouts, special assignments, and notes from the missed class.
- In exchange for the willingness and cooperation of the instructor to approve appropriate absences, it is expected that the student will not take any unexcused absences. Any abuse of this expectation by the student may result in grade penalties depending on an instructor's attendance/grading policy.
- If the absence has been approved, any assignment that is due on that day must be submitted by the student directly to the instructor (or, in the absence of the instructor, to the appropriate faculty secretary) prior to the scheduled course time.
- If the absence has been approved, and a test or oral presentation is scheduled on that day, it is the student's responsibility to meet with the instructor to arrange alternatives before that day.
- It is expected that departments or organizations scheduling events that conflict with scheduled class time will schedule such events well in advance and adhere to those schedules as closely as possible to avoid last minute conflicts.
- In the case of any unavoidable changes in the time of an event for which an absence has been approved, it is the responsibility of the student to notify the instructor immediately in person to seek approval for a revised absence.
- In the case of any changes in the schedule of class assignments or activities which conflict with the student's previously approved absences, it is the responsibility of the instructor to notify the student and schedule a meeting to discuss the impact of the change and make alternative arrangements. Except in the case of unavoidable extenuating circumstances forcing a change in the class schedule, it is expected that the instructor will honor the previously approved absences.

Submitted by the Academic Policies Committee  
Approved by the Faculty on April 3, 1990

Updated by the Academic Policies Committee  
February 6, 2006