



## **Policies Relative to Student Absences**

### **Course Assignments and Outcomes**

Student absences do not reduce or eliminate course requirements or outcomes.

### **Faculty Recommendations Relative to Course Outcomes**

Faculty shall determine, as an exercise of their individual discretion, whether excused student absences have materially impeded student progress or outcomes. If such a determination is made, faculty reserve the right to recommend that the student consider withdrawal from the course by the College's course withdrawal date, established each semester on or before the end of ten full weeks of classes. The decision to withdraw from the course is, however, ultimately left to the student.

### **Grade of Incomplete**

Assuming the faculty member determines as an exercise of his/her individual discretion that a student returning from an excused absence (i) has already completed at least 60% of the current semester's coursework, and (ii) projects to be able to successfully complete all course requirements if provided limited additional time, a faculty member may assign a grade of *Incomplete* to allow a student up to seven (7) weeks of additional time to complete course requirements. Students are required to engage their professor and establish with the professor a mutually agreeable written plan for submitting all required coursework.

## **Withdrawal from a Course**

Withdrawal from (or failure) of a specific course for any reason, does **not** entitle a student to a refund for that course.

***Withdrawal from a course may impact a student's financial aid eligibility. It is strongly recommended that students meet with the Office of Financial Assistance prior to withdrawing from any course to discuss Financial Aid implications, if any.***

## **Make-up work**

Students are responsible for communicating directly with faculty members about missed work from excused absences. Direct conversations between student and faculty member clarify how the student can fulfill his/her academic responsibilities and continue his/her academic efforts while working around an illness/injury/other challenge.

## **Absences Documentation**

Absences may only be excused by a student's individual faculty member who reserves the right—as appropriate—to require timely, written verification of the basis for the student's absence from class in a form acceptable to the faculty member.

***\*\*Nichols College Health Services does **not** provide documentation for excused absences unless the student is required to leave campus or is quarantined to his/her room.***

*This policy is consistent with our goal of supporting dialogue between faculty and students. Students are responsible for promptly notifying faculty about absences. These are conversations students will have in the future with supervisors in the*

*workplace, and these conversations will serve as an introduction to appropriate workplace behavior.*

### **“Excused Absences”**

Those absences from class specifically approved by the faculty member upon receipt of required absences documentation.

### **Extended Absences**

*Extended absences* are excused absences that are projected to result, or in fact result, in cumulative or consecutive student absences of three weeks or longer during a semester. For example, extended absences can include, but are not limited to, health or injuries, court appearances, or death of an immediate family member.

### **Extended Absences and Course Outcomes**

Students who require an extended absence must complete a **Request for Special Academic Adjustments Form** and submit it along with supporting documents to the Assistant Dean for Learning Services.

Once the formal request has been received by the Assistant Dean, he/she will assemble an ad hoc review committee consisting of an Associate Dean of Academic Affairs, a faculty member/advisor, and other departmental administrators as needed.

The ad hoc committee will review the information submitted by the student and make a determination whether there is any form of reasonable academic adjustment or accommodation that may be offered that will allow the student to complete course requirements despite an extended absence during the semester. If adjustment or accommodation is deemed potentially available by the ad hoc

committee, the Assistant Dean or appropriate designee will work with the student and student's faculty to attempt to reach mutual agreement on such an adjustment or accommodation.

Students should review Nichols College **Policy Relative to Absences** as well as consult with the Business Office and the Office of Financial Assistance regarding Financial Aid eligibility.

### **Withdrawal from the College**

In cases where course outcomes cannot be met because of excused absences, Nichols College also allows for students to officially withdraw from the College altogether, as opposed to withdrawing from a specific course. Tuition, fees and room & board refunds will be calculated on the College's standard *refund schedule* found in the College Catalog. There are no additional refunds for withdrawal from the College due to excused absences.

### **Financial Implications of Withdrawal from the College**

*Financial Aid Eligibility* – Students who cannot successfully meet academic outcomes in any given semester of attempted credits and choose to withdraw from the College are required to meet with the Office of Financial Assistance to discuss College and Federal Government Financial Aid requirements.

*Tuition & Refunds* – Tuition, fees and room & board refunds for students who cannot successfully meet academic outcomes in any given semester of attempted credits and choose to withdraw are made in accordance with the College's standard *refund schedule* in the College Catalog. There are no additional refunds for withdrawals due to absences.

**Students are required to meet with both the Business Office and the Office of Financial Assistance to discuss financial implications of withdrawal from the College.**