

Northern Oklahoma College
Concurrent High School Student Excused Absence Procedure
2010-2011

Overview:

The Concurrent Tuition Waiver Program, first initiated in the academic school year 2006-2007, by the Oklahoma State Regents for Higher Education, provides academically qualified high school students the opportunity to receive free tuition for up to 18 credit hours of college coursework. While the cost of the tuition may be waived, students are still responsible for the payment of fees. This statewide program, which allows students to take courses at a rate of six credit hours during the summer, fall, and spring semesters of their senior year of high school has created a significant increase in concurrent enrollment on each of the three campuses at Northern Oklahoma College. With this increase in enrollments, the issue of attendance and, more specifically, approved “excused absences” due to their respective high school activities, has become a concern. As a result, the following procedure has been developed.

Procedure:

Attendance is an absolute requirement for student success in a college course and thus is monitored closely by each faculty member. In the event that a concurrent high school student participating in college coursework at Northern Oklahoma College must be absent from an NOC class for a high school activity (Academic or Athletic District, Regional, or State Conferences/Competitions) that has been documented as an approved “excused absence” by their high school administration, the student will be treated in the same manner as any NOC student who misses class due to an approved NOC activity.

Specifically, “excused absences” due to approved high school activities will not count against the student if: (1) prior to the absence, the instructor is provided written documentation from high school officials explaining the rationale for the “Excused Absence” using the NOC Concurrent Student Excused Absence Request Form; (2) prior to the absence, the student makes arrangements with the instructor to get assignments; and (3) the student submits the completed assignment upon returning to the next scheduled class meeting or as designated by the instructor. In the event that an exam, quiz, presentation, etc., is missed, the student will be administered that assignment the day of returning to class or as designated by the instructor. In some cases, the student may be required to complete the assignment prior to the absence.

Students must obtain the “Concurrent Student Excused Absence Request Form” from their high school principal’s/counselor’s office. It is the student’s responsibility to complete the form, obtain approval and signatures from the high school event sponsor and the high school principal, and then submit to the NOC instructor for approval. The instructor will forward the form to the Office of Academic Affairs.

A concurrent high school student may have no more than three “excused absences” for approved high school activities per class per semester.

(Please see reverse side for Concurrent Student Excused Absence Request Form)

Northern Oklahoma College
Concurrent Student Excused Absence Request Form
(This request must be submitted and approved prior to the absence.)

Student Name: _____ Date of Request: _____

High School: _____

Title of High School Event: _____

Course Title of Class To Be Missed: _____

Class Time: _____ Date of Absence: _____

Instructor: _____

Briefly explain the rationale for the absence

Signature - High School Event Sponsor

Date

Phone Number

Signature - High School Principal

Date

Phone Number

Signature - Instructor of NOC Class to be Missed

Date

Phone Number

Signature - NOC Office of Academic Affairs

Date

(Please see reverse side for Concurrent Student Excused Absence Procedure.)