***Carteret Community College***

***Activity/Event***

***Student Participation Form***

|  |
| --- |
| **A. Director of Activity** |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is scheduled to participate in an approved activity on

 *(Student Name)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 *(Date) (Location of Activity)*

This event will begin approximately at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(Time/Day)*

and will approximately end at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*(Time/Day)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Name of Activity) \*\*(Director of Activity-See Below) (Date)*

|  |
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| **B. Instructors**  |

The above named student is in good academic standing in my class. By granting my permission the student will be excused and allowed to make up class work, assignments or tests missed on the above date(s).

 **Permission Granted**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Semester****(Sem/Yr)** | **List All Registered Courses** | **Instructor Signature** | **Date** | **Yes** | **No** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |
| **5.** |  |  |  |  |  |
| **6.** |  |  |  |  |  |

**\*\*\*NOTE:** This form must be returned to the Director of Student Enrollment Resources on or before the date of the scheduled event.

***(Form Continued on Next Page)***

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| **C. Student** |

I understand that I am responsible for making up class work, assignments or tests missed while participating in the above Carteret Community College sponsored activity. I further understand that if I do not attend the sponsored activity, I will be counted absent from class.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Student Signature) (Date)*

*\*\*The director of an activity will include the following personnel:*

* *The President of the College*
* *The Vice President for Instruction and Student Support*
* *The Director of Student Enrollment Resources*
* *An Organization’s Advisor (Must be current, full-time faculty member. The Organization must also be registered with the Coordinator of Student Activities.)*
* *A Division Director*
* *A Curriculum Coordinator for a Program of Study*

*If an instructor does not approve the student’s participation in the activity and the student attends, the absence will be added to any other unexcused absences up to 20% of the class contact hours after which the student will be dropped from the class. If the student is enrolled in a program of study with a stricter attendance policy, the policy of that program of study will prevail.*

*Any activity director must provide a list of persons attending the activity to the Director of Student Enrollment Resources to determine students who shall be counted absent from classes because they did not attend the activity.*

Carteret Community College

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