

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

LEAVE TO ATTEND PROFESSIONAL WORKSHOPS

Effective: May 1, 2005

Policy No. 3357:13-16-73

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A. All personnel associated with North Central State College are encouraged to advance themselves through professional channels such as:

1. Advanced education
2. Professional licensure and/or certification
3. Professional workshops, seminars, conventions, equipment shows, conferences

B. Decisions regarding attendance for the above listed items in #3 will be predicated upon:

1. Purpose
2. Benefit to the students and college
3. Budgetary considerations
4. Relevance of the sponsoring organizations to the college

Form [16-70a](#) "Request for Leave" must be filled out (including the section on arrangements for missed classes) and approved by the Division Dean in advance.