



**ISU SPACE STUDIES PROGRAM (SSP) POLICY ON
PARTICIPANT PLANNED ABSENCES**

May 2014

Purpose

The purpose of this policy is to provide guidance to the SSP management team and SSP participants regarding planned absences from the program as a result of the intentional departure from the SSP site for any length of time in excess of one full day. This policy is effective as of March 2012 and updated in May 2014.

Policy

Because of the intensity of the Space Studies Program, participants are strongly discouraged from being absent for any portion of the program. The rationale behind this policy is that missing any portion of the program impedes the ability of a participant to share in the same experiences as their colleagues and interferes with their study time.

Student participants must request and obtain approval prior to departing the SSP site for planned absences in excess of one working day, defined as 0830-1830, or that involve an overnight absence. It is imperative that approval is obtained for overnight absences for the sake of the participants' safety and security.

Examples of planned absences include departure from the SSP site to participate in a conference or symposium, sit an exam that is not part of the SSP, execute travel on behalf of the participant's employer, or return to the participant's place of employment for business reasons.

Absence requests will be processed as indicated in the implementation section of this document. Requests for absences from the SSP session that are in excess of two (2) days are strongly discouraged. Participants who miss more than five (5) days of academic activity over the course of the nine-week program will not receive a Certificate of Completion unless exceptional circumstances apply. The latter will be determined by the Program Director in consultation with the Academic Coordinator and the participant's Department or Team Project Chairs.

A completed Absence Request Form must be submitted to the SSP Logistics Coordinator at least two weeks prior to the anticipated absence. The Logistics Coordinator must approve the absence request and submit it for approval by the SSP Director.

This policy does not apply to absences due to participant illness or family emergencies.

Implementation

Absence approval may be obtained by completing the SSP Absence Request Form, included with this policy document. The Absence Request Form must be submitted a minimum of two (2) weeks prior to the anticipated absence from the SSP site. Participants requesting an absence during the first two (2) weeks of the program must submit the Absence Request Form at least three (3) weeks prior to the official registration day for that session. Forms are to be submitted to the SSP Logistics Coordinator by e-mail at ssplogistics@isunet.edu or in person. The SSP Logistics coordinator is located in the host site SSP staff office area.

ISU Space Studies Program Absence Request Form

SSP Participant Name:	
Absence Information	
Location while away from SSP:	
Brief explanation of why you will be away from the SSP:	
Dates of Absence: from _____ to _____	

I have read and fully understand the terms and conditions of the ISU Space Studies Program Policy on Planned Absences from the SSP. I understand that if I miss more than five (5) days of academic activity over the course of the program that I will not be eligible to receive an SSP Certificate of Completion.

Signed: _____
SSP Participant Signature Date

To be completed by the ISU SSP Logistics Coordinator

Date Received: _____

Approved

NOT Approved

Approval Signature: _____ **Date:** _____
SSP Logistics Coordinator

Concurrence: _____ **Date:** _____
SSP Director

Upon approval or disapproval, a copy of the completed request form shall be provided to the requesting SSP Student Participant. A copy of the completed request form shall be kept as part of the SSP record until the session is completed.