

## **UNCSA High School Academic Program** **End-of-Term Early Departure Policy**

Students who find it necessary to leave campus before the official end of a term must follow special clearance procedures. Early departure requests must be approved, as missing the last days of a term will mean that a student misses final academic exams. Faculty are not always able to reschedule final exams for individual students, nor are they expected to. **Travel or vacation plans are NOT acceptable reasons for early departure. Please pay attention to the academic calendar and plan accordingly.**

1. The student must schedule a conference with the Assistant Dean of the High School Academic Program as soon as he/she becomes aware of the need for early departure, but no later than two weeks before the first day of final exams.
2. The parent or guardian must send to the Assistant Dean of the High School Academic Program a letter of request, stating the date and reason for the early departure. This request should be received at least two weeks before the first day of final exams.
3. If the request is approved, the Academic Program office will process the Early Departure form. Students who leave campus without full clearance will receive unexcused absences and potentially receive failing grades on their final exams.