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.