

# Absence from Class

## AA\_AO\_CL\_05

Responsible Officer  
Sandeep Gopalan  
Responsible Office  
Vice Chancellor & Academic Affairs  
Approving Body  
Board of Trustees  
Approval Date  
2019-09  
Re-evaluation Date  
2021

### **Policy Statement**

Any faculty member anticipating absence from the classroom should report such absence to the Provost/EVPAA.

### **Policy Procedures**

In case of an emergency, teachers should immediately contact the office of the Provost or Dean. All substitute instructors for the classroom must meet the appropriate approval of the Provost/EVPAA or Dean.