

# 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.