

# Attendance Appeal Policies

## ES\_SS\_CO\_14

Responsible Officer  
Sandeep Gopalan  
Responsible Office  
Academics  
Approving Body  
Board of Trustees  
Approval Date  
2019-06  
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Departmental Impact  
Academics

### **Policy Statement**

Students may appeal attendance decisions by following the procedures outlined below.

### **Policy Procedures**

- a) Appeals concerning a professor's decision concerning make-up work are to be directed in writing to the dean of the school.
- b) In extreme circumstances a student may appeal the Maximum Total Number of absences in writing to the Office of the Provost and accompanied by documentation for every absence.
- c) Professors may advocate for those students with unusual circumstances, and those students with excused absences will be given due consideration.