

Attendance Appeal Request

DIRECTIONS: Students who are absent for three cumulative weeks are required to submit an appeal before the next class meeting if they intend to remain enrolled in the course. The student should complete the information in the first portion of this form and submit it to the instructor.

NOTE TO FACULTY: If the student comes to the next class meeting without completing the form, allow the student to attend the class, but mark them absent until the appeal is submitted at the end of the class.

Student Name: _____ Student ID#: _____ Date: _____

Student Phone: _____ Email: _____

Course Title & Number: _____ Quarter: _____

Weeks of Absence: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11

Reason for absence and plan to complete work that was missed during the absence (attach an additional sheet if required). Note, documentation supporting the reason for absence must be submitted with this form. See the back of the form for acceptable reasons and documents.

TO BE COMPLETED BY INSTRUCTOR

Academic Standing: Current Grade _____

Can the student pass this course? ☐ Yes ☐ No

Is the student up-to-date on assignments? ☐ Yes ☐ No

Can the student attend a make-up session? ☐ Yes ☐ No

Is the student's plan to make up work that was missed appropriate? ☐ Yes ☐ No

Do you support the student's appeal? ☐ Yes ☐ No

Instructor Name: _____ Instructor Signature _____ Date: _____

TO BE COMPLETED BY THE DEAN

☐ Appeal Approved ☐ Appeal Not Approved

Dean of Academic Affairs: _____ Date: _____

In order for an Attendance Appeal Request to be approved, the student must have been absent due to a mitigating circumstance beyond their control. Mitigating circumstances may include one of the following reasons *on the day of the recorded absence*. Examples of Acceptable Documentation (EAD) are not limited to what is listed, but may include the following:

1. Death of an immediate family member
EAD : Newspaper obituary, funeral card.
2. Student illness requiring hospitalization (this includes mental health issues)
EAD: Documentation from hospital, attending physician or psychologist showing dates of stay.
3. Severe illness of an immediate family member where the student is a primary caretaker
EAD: Documentation from physician regarding ill relative's situation.
4. Illness of an immediate family member where that family member is the primary financial support
EAD: Documentation from physician regarding ill relative's situation.
5. Abusive relationships
EAD: Documentation from mental health professional or law enforcement agency.
6. Divorce proceedings
EAD: Legal documentation regarding proceedings.
7. Change in work schedule prior to the evaluation point
EAD: Documentation from employer regarding change in schedule.
8. Natural disaster
EAD: Proof of residence in affected area and proof of disaster.
9. Family emergency
EAD: Documentation of specific incident.
10. Loss of transportation where there are no alternative means of transportation
EAD: Artifacts that document how transportation was lost and why other transportation was not available.
11. A doctor documented illness of the student for a significant period of time.
EAD: Letter from doctor on doctor's letterhead or prescription pad indicating commencement of illness and release date.
12. Military deployment.
EAD: Deployment orders.