

Attendance Appeal Process

A student who has been unofficially withdrawn from a class as a result of non-attendance can appeal for reinstatement into the class. During the appeal procedure, the student will continue to attend the class until the issue is resolved. The student has three (3) business days from the date of withdrawal to implement the appeal process, which is delineated below:

Step One (Business Days 3 through 5)

The student should appeal for reinstatement into the class, with the instructor who enforced the attendance procedure, within five business days of the withdrawal. The student's appeal packet should include a completed CPTC Student Attendance Appeal Form and supporting documentation (letters or memoranda should be typed). The instructor will respond within two business days to the student's appeal via CPTC email to the student. If the issue is not resolved by the instructor, the student has two business days to appeal to the Dean.

Step Two (Business Days 6 through 10)

The student should schedule an appointment with the Dean to continue the appeal process. The student should present the appeal packet and a copy of the instructor's response to the student's initial appeal. The student should discuss with the Dean any extenuating circumstances that may have caused absences. The Dean will review the student's appeal packet and respond to the student via CPTC email within three business days of receipt of the appeal. If the issue is not resolved by the Dean, the student has two business days to appeal to the Vice President for Academic Affairs for a final decision.

Step Three (Business Days 11 through 13)

The student should contact the Office of the Vice President for Academic Affairs (VPAA) for an appointment concerning the appeal. The student should present the appeal packet and copies of responses from the instructor and Dean. The student should discuss with the VPAA any extenuating circumstances that may have caused absences. The VPAA will review the student's appeal packet and respond to the student via CPTC email within three business days of receipt of the appeal. The decision of the VPAA is final.

The timeline for the appeal process listed above represents the maximum processing time for this procedure. The process will be expedited when possible.