

CPTC Procedure: Attendance Appeal Process

Coastal Pines Technical College (CPTC) abides by the Technical College System of Georgia (TCSG) State Board Policy 6.5.1 Academic Standards, Evaluations and Appeals and TCSG Procedure 6.5.1p Academic Standards, Evaluations, and Appeals.

A student who has been withdrawn from a class as a result of violating a Program or the College's Attendance Procedure can appeal for reinstatement into the class. 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 1 through 5)

The student should appeal for reinstatement in writing, with the instructor who enforced the attendance procedure, within five business days of the withdrawal. The student's appeal should include supporting typed letters or memoranda outlining the reasons for the absence violation. 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 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 and respond to the student via CPTC email within three business days of receipt of the appeal. If the issue is not resolved at 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 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 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

Responsibility

The Vice President for Academic Affairs has the overall responsibility for ensuring this procedure is implemented.

Adopted: June 2, 2014

Revised: June 29, 2021