

Student Attendance Withdrawal Appeal Process

Students who wish to appeal their attendance withdrawal must use the following process.

STEP 1: Formal Appeal to the Instructor

- Within **two** business days of the withdrawal email, the student must contact the instructor using the Attendance Withdrawal Appeal Form. (Form found at <http://www.davenport.edu/central-records-office/student-forms-procedures>.)
- The student will forward the completed form to the instructor from a Davenport email address.
- The instructor will make a decision within **one** business day.
- The instructor will forward the approved/denied Attendance Withdrawal Appeal Form to attendance@davenport.edu AND the student from a Davenport email address.
- If the instructor denies the appeal, the student may follow Step 2 and appeal to the Appeal Committee.
- If the student does not receive a response within **one** business day, the student must resubmit the appeal to the instructor AND to attendanceappeal@davenport.edu from a Davenport email address. Indicate Second Request – No Instructor Response in the subject line.

STEP 2: Appeal to Committee after Instructor Denial – Optional – Responsibility of Student to Pursue following guidelines below.

- Within **one** business day after receiving the faculty denial, the student must complete the Step 2 section of the Appeal Form clearly stating the rationale for being re-admitted to class. Students should attach any relevant documentation.
- The completed form including Step 1 and 2 with the student rationale and the instructor's denial and comments must be sent to the Attendance Appeal Committee at attendanceappeal@davenport.edu from the student's Davenport email address.
- The Attendance Appeal Committee will make a final decision within **one** business day and immediately notify the student, the instructor, AND attendance@davenport.edu.
- If the student does not receive a response within **one** business day, the student must resubmit the appeal to attendanceappeal@davenport.edu AND attendance@davenport.edu from a Davenport email address. Indicate Second Request – No Instructor Response in the subject line.

Decisions of Appeal Committee are final.

NOTE: This form is supported in Internet Explorer and Acrobat Reader.



STUDENT ATTENDANCE WITHDRAWAL APPEAL FORM

Student's Name: _____ ID: _____

Student Davenport email address: _____

Course Number and Name: _____ Term/Year: _____

Course CRN# _____ Course campus: _____ Student's Advisor: _____

Instructor Name: _____

STEP 1: APPEAL TO THE INSTRUCTOR.

Within two business days of withdrawal email student must complete Appeal form and submit to instructor from a Davenport email address.

Student: Clearly state why you think you should be reinstated in the course:

Do you have supporting documentation? Check one: Yes (Please attach documentation.) No

Student must submit completed form from DU email address. Date: _____

Instructor: Must respond within **one** business day of receiving appeal form. Check one:

Appeal approved

Appeal denied

Rationale for instructor decision:

Instructor forwards completed form to attendance@davenport.edu and the student from a Davenport email address.

Instructor's Name: _____ Date: _____

NOTE: If the student does not receive a response within one business day, the student must resubmit the appeal to the instructor and attendance@davenport.edu from a DU email address. Indicate Second Request – No Instructor Response in the subject line.

Step 1 complete.

Students must complete Step 2 if they wish to contest a denied Step 1 Appeal to the Instructor.

STEP 2: APPEAL TO THE APPEAL COMMITTEE AFTER INSTRUCTOR DENIAL

*Student is responsible for forwarding completed appeal form, all supporting documentation and additional rationale for requesting readmission to the class to the appeal committee at attendanceappeal@davenport.edu within **one** business day of receiving instructor's denial from a DU email address.*

Student: Within one business day of receiving instructor denial write additional detailed rationale for re-admittance after instructor denial.

Student must submit completed form (both Step 1 and Step 2) and documentation to attendanceappeal@davenport.edu from a Davenport email address.

NOTE: If the student does not receive a response from the committee within one business day, the student must resubmit to attendanceappeal@davenport.edu AND attendance@davenport.edu from a Davenport email address. Indicate Second Request – No Committee Response in the subject line.

Committee: Must respond within **one** business day of receiving the Step 2 appeal. Check one:

- Appeal approved
- Appeal denied

Rationale for committee's decision:

Committee forwards completed form to attendance@davenport.edu, student, student's advisor, and instructor.

Decision of the Attendance Appeal Committee is final.