Proposed Program Office – Instructor – Student Procedure:

1. **Attendance Policy/Make-up Policy** will be inserted into all FS Course Syllabi along with a BLANK **Student Absence Form**.  [NOTE:  This form has been changed from a **Request for an Excused Absence Form** to a **Student Absence Form** as all absences must be reported to the Program Coordinator based on this policy change.
2. It is the Instructor’s responsibility to enforce this policy as it is stated on their syllabus and as the instructor is the ultimate issuer of grades.
3. Once the Program Coordinator receives an **email** of the student’s completed **Absence Form signed by the Student and Instructor and associated documentation**,  an EXCUSED or UNEXCUSED **Decision** will go out to the Student and Instructor.
4. The Final Form will go in the Student’s Formal Student File.
5. The Program Coordinator and Director will hear student **grade appeal** grievances prior to their submission of a Final Grade Appeal to the University.
6. Any Forensic Science Faculty Committee member may request the review of a student’s absence file when absenteeism or absence-associated misconduct is suspected.  The foundation of such a review may be based on information obtained formally or informally, directly or indirectly.  The foundation of a final ruling will be based solely on the facts of the situation as they are submitted by the primary parties.