**ATTENDANCE POLICY APPEAL FORM**

Composition Courses (ENG 0104, ENG 1050, and ENG 1060)

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Information** | | **Course Information** | |
| Student Name |  | Course and section number: |  |
| Banner ID |  | Instructor: |  |
| Bravemail Email address |  | Class meeting time/days |  |
| Current  Phone number |  | Total number  of absences |  |

**Rational for the Appeal**: Please provide explanation and justification for each absence. Include the date of each absence. (You may attach a separate page, if necessary.)

**Please attach any additional documents necessary to support your appeal.**

* Submit all documentation to Dr. Polina Chemishanova, Director of Composition, Dial 239-A.
* You will be notified via email of the result of your appeal as soon as a decision is made. Generally, the process takes no longer than one week.
* If you wish to meet with Dr. Polina Chemishanova, Director of Composition, please indicate by checking the appropriate selection: \_\_\_\_ Yes \_\_\_\_No.

“I understand that, in order for my appeal to be considered, I must complete this form in its entirety. Furthermore, I understand that this form and its attachments represent the one and only time that I will be allowed to submit any information relevant to this appeal and that no additional information or amendments may be submitted separately or at a later date. Finally, I confirm that all information herein is accurate and truthful. If any false information is contained herein, I understand that (a) this appeal will automatically be denied; and (b) this false information will constitute the violation of the UNCP honor code. I am aware that if the semester is not over, attendance is mandatory until I am notified of the result of this appeal.”

Signature: (required)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_