

**Missed Class Policy for University-Authorized Activities and Religious Accommodation**  
(Revised April 5, 2017)  
**Approved by the Faculty Senate**





departmental and University procedures. Appeals for absences due to University-authorized activities/business would adhere to the following process:

Proposed language for Academic Appeal for Class Absences:

If a student believes he or she has been treated unreasonably because of participation in a university authorized activity, he or she can appeal. In the stated University appeals process, the student should seek resolution of his/her problem at the appropriate lowest level of authority. If the problem is not resolved at this level, then he/she should present the case to successively higher levels of authority for further consideration of the grievance. The sequence of appeals at Cleveland State University is: (1) individual faculty member, (2) departmental chairperson and/or departmental grievance committee, and (3) the appropriate college dean. Students are also able to talk with the University Ombudsperson at any time during the dispute process. The existing Grade Appeals Committee would resolve any disputes that cannot be resolved at earlier steps in the appeals process. The sponsor of the activity will assist the student with the appeal and provide evidence of proper documentation and faculty notification of the class absence(s) in question.

