

Petition for Reinstatement to Class Roll

After Being Dropped for Non-Attendance or Non-Payment

Student ID No:	Semester & Year:			
Student's Name:	Phone Number:			
Email:				
NOTES TO STUDENT:				
In general, students who have been dropped for <u>NON-ATTENDANCE</u> will not be reinstated into the classes from which they were dropped. Reinstatements will be considered if either: *the instructor made an error and the student was in attendance prior to being dropped OR *the student can document a crisis that prevented attendance and the instructor believes that there is a strong probability that the student can catch up in the class. A student who falls into one of these two cases can carry this form to the instructor. If the instructor signs the form and the student returns it to the Cashier's Office and confirmation of payment is received by the deadline for seeking reinstatement, then the student will be reinstated in the course. The deadline for seeking reinstatement for the Spring 2018 Semester will be Wednesday, February 14, 2018.				
Students who have been dropped for <u>NON-PAYMENT</u> may petition for reinstatement to classes by completing the steps listed below. The instructor may disapprove a petition if he/she believes that the student has missed too much course content to have a strong probability for success in the class. 1. Complete a separate petition for each class for which you are seeking reinstatement. 2. Obtain the signature of the instructor that you have attended the class. Instructor approval is required for reinstatement to a class. 3. Take the completed petition to the Cashier's Office (J.S. Clark Administration Building, 1st Floor) and make the required payment.				
COURSE INFORMATION				
Please complete a separate petition for each class for which you are seeking reinstatement.				
Course Abbreviation	Course Number	Course Reference Number (CRN)	Credit Hours	Instructor
Example: ENGL 110 10010 3 hours Dr. Smith				
Give a detailed explanation of what you are requesting and the reason for your request. Document any hardship and/or extenuating circumstances as fully as possible, and explain specifically how these contributed to the need for the request. Attach additional pages to this form as needed. Petitions filed without proper explanation and documentation will be denied.				
Student's Signature				Date

NOTES TO INSTRUCTOR:

For students requesting to be reinstated in your course after having been dropped for **NON-ATTENDANCE:**
Please approve this reinstatement if you made a mistake and the student was present at least one time during the first 10 days of fall or spring semester or during the first five days of summer semester. Otherwise approve this reinstatement only if each of the following three things are true:

- *The student has attended at least one class meeting of your class AND
- *The student has shown you documentation that reveals that a personal crisis prevented his or her attending your class during the first 10 days of class (first 5 days in summer semester) AND
- *You have reviewed your syllabus with the student and you believe that he or she will be able to Successful in the class.

For students requesting to be reinstated in your course after having been dropped for NON-PAYMENT:
Please approve this reinstatement if the student has attended your class and you believe that he or she will be successful in the class.

INSTRUCTOR: Sign appropriate line to indicate approval or disapproval.

Comments:

Instructor's signature confirms student's attendance of at least one class meeting and receipt of student's notification of intent to attend class.

APPROVED

DISAPPROVED

Instructor's Signature

Date

Instructor's Signature

Date

CASHIER'S OFFICE: Required Tuition/Fees Paid Yes No

Recommendation: Approval ☐ / Disapproval
Financial Aid Review Required: Yes No

Comments:

Business Office Signature

Date

FINANCIAL AID OFFICE: Financial Aid Covers Hours Added Yes No

Recommendation: Approval ☐ / Disapproval ☐
Comments:

Financial Aid

Date

If this petition is signed by the instructor, the Business Office, and Financial Aid (if required) after the deadline above it **MUST** be signed by Academic Affairs.

Academic Affairs

Date

ONLY REQUIRED AFTER February 14, 2018

After this petition has been signed by the instructor, the Business Office, and Financial Aid (if required), it should be forwarded or brought to the Registrar's Office.

Registrar's Office

Date