

Petition for Reinstatement to Class Roll

After Being Dropped for Non-Attendance or Non-Payment

Student ID No:	Semester & Year:			Year:			
Student's Name: Phone Number:				per:			
Email:							
			5 TO STUDENT				
	nts who have been d	ropped for <u>NON-ATT</u>	<u>ENDANCE will</u>	not be reinstated into the classes from which they			
were dropped.	ll be considered if ei	hor					
	*the instructor made an error and the student was in attendance prior to being dropped OR						
				uctor believes that there is a strong probability that the			
student can catch		1					
				ctor. 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		for the Envine 2024 Sec	maatan will ba Me	andar Eshmany 10, 2024			
				onday, February 19, 2024.			
				instatement to classes by completing the steps listed			
			elieves that the s	student has missed too much course content to have			
	lity for success in th	e class. or each class for which	you are coaling r	ainstatement			
				Instructor approval is required for reinstatement to a			
class.	e signature or the m	diactor that you have at		instructor approval is required for remistatement to a			
3. Take the	completed petition to	the <i>Cashier's Office</i> (H	Registrar's Office	T.H. Harris Hall, 1 st Floor) and make the required			
payment.		· · ·		· · ·			
			E INFORMATIC				
	Please complete a	separate petition for ea	ach class for whi	ich you are seeking reinstatement.			
Course	Course	Course Reference	Credit	Instructor			
Abbreviation	Number	Number (CRN)	Hours				
Example: ENGL	110 10010 3 ho	urs Dr. Smith					
-			C.				
				equest. Document any hardship and/or extenuating d to the need for the request. Attach additional pages			
		without proper explanati					
	ded. Tettions med	without proper explanat	on and document				

NOTES TO INSTRUCT							
NOTES TO INSTRUCT							
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 dropp	ed 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:							
Comments.							
Instructor's signature confirms student's attendance of at least one class meeting	ng and receipt of student's notification of intent to						
attend class.							
APPROVED DISAPPROVE	<u>,D</u>						
Instructor's Signature Date Instructor's Signature	Date						
	Duit						
CASHIER'S OFFICE: Required Tuition/Fees Paid Yes No							
Recommendation: Approval / Disapproval Financial Aid Review Required: Yes No	i						
Comments:							
	Business Office Signature Dat						
FINANCIAL AID OFFICE: Financial Aid Covers Hours Added Yes	No						
	110						
Recommendation: Approval / Disapproval	1						
	1						
Comments:	1						
Comments:	1						
Comments:							
Comments:		te					
Comments:	Financial Aid Dat	te					
	Financial Aid Dat	te					
If this petition is signed by the instructor, the Business Office, and Financial A	Financial Aid Dat	te					
	Financial Aid Dat	te					
If this petition is signed by the instructor, the Business Office, and Financial A	Financial Aid Dat id (if required) after the deadline above it MUST be						
If this petition is signed by the instructor, the Business Office, and Financial A signed by Academic Affairs.	Financial Aid Dat						
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If this petition is signed by the instructor, the Business Office, and Financial A signed by Academic Affairs.	Financial Aid Dat id (if required) after the deadline above it MUST be						
If this petition is signed by the instructor, the Business Office, and Financial A signed by Academic Affairs.	Financial Aid Dat id (if required) after the deadline above it MUST be						
If this petition is signed by the instructor, the Business Office, and Financial A signed by Academic Affairs. *ONLY REQUIRED AFTER February 19, 2024 *	Financial Aid Dat id (if required) after the deadline above it MUST be Academic Affairs Dat						
If this petition is signed by the instructor, the Business Office, and Financial A signed by Academic Affairs.	Financial Aid Dat id (if required) after the deadline above it MUST be Academic Affairs Dat						

Date