

Attendance Appeal Form

Materials must be received by 3:00pm
in the main office by the following date:
Fall Semester: December 1, 2017
Spring Semester: May 4, 2018
Appeals not received by the deadline
will not be considered.

Name: _____

Phone #: _____

Mailing Address: _____

APPEAL PROCEDURES

You may appeal your no credit status if extenuating circumstances exist. These circumstances include factors beyond your control (e.g., family emergency, serious illness, death, etc.) and must be documented (doctor's notes, visits to the health room, etc.). Appeals due to other circumstances will be reviewed on a case by case basis. All supporting documentation from third parties must be included with the appeal. Address the following four items and include any comments that you believe are pertinent in the consideration of your appeal.

You may type responses and attach on an additional page(s).

1. List the class or classes in which you have 10 or more absences.
2. Have you previously had to appeal a No Credit Status?
 Yes No
3. A detailed account of the reasons that you did not regularly attend class(es). Please enclose appropriate documentation (medical records, funeral announcement, etc.) if applicable.

