

Second Absence Petition for Reinstatement in Course



Appeal must be filed with Degree Completion Program Office within 48 hours of the second missed class in any course. This process is available for rare and exceptional circumstances, beyond the control of the student, not typically to be considered more than once during the course of the Degree Completion Program. FAX form to 916/577-2330.

STUDENT'S LEGAL NAME – PLEASE PRINT _____

COHORT _____

COURSE NAME _____

COURSE NUMBER _____

I have missed two nights of a course due to extraordinary circumstances. According to the Degree Completion Program Attendance Policy I will receive either a “U” (missed the first two nights) or an “F” (missed any other combination of two nights) for the course and will need to retake the course. I wish to petition the Academic Committee to consider reinstating me in the class and allow me to complete course requirements based on my explanation of circumstances below.

I understand if petition is granted, a \$100.00 fee, additional meetings with faculty, and other specific requirements will be determined by the committee in order to satisfy course rigor requirements. I agree to comply with the terms and conditions of reinstatement. I understand that failure to meet these requirements in the time allowed will result in an “F” grade for the course and the course must be retaken for credit.

The following describes the reason for the absences and is the basis for my appeal:

ATTACH A SEPARATE SHEET OF PAPER IF NEEDED

STUDENT SIGNATURE _____

DATE SIGNED _____

OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

TIME AND DATE FORM RECEIVED AT WJU _____

DATES OF MISSED CLASSES _____

GRADE REQUIRED PER POLICY _____

DCP STAFF SIGNATURE _____

FOR COMMITTEE USE:

PETITION GRANTED _____ DENIED _____ ACAD COMM SIGNATURE _____

FEE: Y / N MAKEUP SESSIONS REQUIRED? Y / N DATE DUE _____ DATE GRADE DUE TO REGISTRAR _____

FOR FACULTY USE: DATE MAKEUP SESSION(S) COMPLETED _____ SIGNATURE: _____