

**SECOND ABSENCE
PETITION FOR REINSTATEMENT IN COURSE**



WILLIAM JESSUP UNIVERSITY

Appeal must be filed with the School of Professional Studies 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 student's major 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 School of Professional Studies 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 an additional sheet of paper, if needed):

Student Signature

Date Signed

FOR OFFICE USE:

Time and date form received by WJU

Dates classes were missed

Grade required, per policy

SPS 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: _____