



EXCESSIVE ABSENCE APPEAL FORM

Student Name _____
Last First
Address _____
Student ID # _____ Email _____
Phone # _____ Class Section _____

Supporting documentation must be attached to this form and submitted with the appeal letter. Missing documentation will constitute an incomplete appeal and will be considered void.

APPEAL PROCESS:

1. Deliver the completed Appeal Form **IN WRITING** to the office of the Vice-President for Student Affairs.

The appeal should include the following:

- Student’s name and address & school email address
- Student’s phone number
- Student ID #
- Course number & section ID
- Reason for excessive absences
- Supporting Documentation

The Vice-President for Affairs will inform the student if he/she is eligible to return to class.

If the student wants to appeal the Vice President of Student Affairs’ decision, the student should notify Student Affairs in writing within 5 days of being denied back in class.

2. Vice President of Student Affairs will inform the student of the time and place to appear before the Appeals Committee. The Appeals Committee will hear the appeal and either uphold the action of the Vice-President for Student Affairs or readmit the student to the class. The decision of the Appeals Committee is final.

Please briefly list the reason for your excessive absences:

Signature

Date