



Request to Class Reinstatement Form For No-Show or Non-Attendance

Student ID No:	Semester & Year:			
Student's Name:	Phone Number:			
Student's CVCC Email:				
NOTES TO STUDENT:				
<p>In general, students who have been dropped for <u>NO SHOW (NS)</u> or <u>NON-ATTENDANCE (NA)</u> will not be reinstated into the class(es) from which they were dropped. Reinstatements will be considered if either:</p> <ul style="list-style-type: none"> *the instructor made an error and the student was in attendance prior to being reported as NS or NA *the student can document an extenuating circumstance that prevented attendance. <p>A student who falls into one of these two cases can carry this form to the instructor. If the instructor signs the Request for Class Reinstatement Form and the form is received by the deadline for seeking reinstatement, then the student will be reinstated in the course. The reinstatement process must be completed within five (5) business days from the NS or NA reporting date of each semester.</p>				
COURSE INFORMATION				
Please complete a separate request form for each class for which you are seeking reinstatement.				
_____	_____	_____	_____	_____
Course Number	Course Section	Course Title	Credit Hours	Instructor
Example: <u>HIS101</u>	<u>TOBBF</u>	<u>Western Civilization I</u>	<u>3</u>	<u>Mr. John Smith</u>
<p>Give a detailed explanation of your request for class reinstatement and explain how any extenuating circumstance contributed to your failure to attend class. Attach appropriate documentation to support your request. Attach additional pages to this form as needed. Request submitted without proper explanation and documentation will be denied.</p>				

				Student's Signature

				Date

NOTES TO INSTRUCTOR:

For students requesting to be reinstated in your course after being reported as **NO-SHOW(NS) or NON-ATTENDANCE (NA):**

Please approve this reinstatement if you made a mistake and the student was present at least one time prior to the No Show (NS) reporting date. Approve reinstatement for No Show or Non Attending only if:

- The student has explained with appropriate documentation his or her extenuating circumstance in the student section of this form.
- You have reviewed your syllabus with the student and you believe that he or she will be successful in the class.

Do not give the Reinstatement Form to the student to deliver.

INSTRUCTOR: Check and Sign to indicate approval or disapproval for class reinstatement.

Comments:

APPROVED ()

DISAPPROVED()

Instructor's Signature

Date

Instructor's Signature

Date

Instructor must forward this form to the Financial Aid Office.

FINANCIAL AID OFFICE: Financial Aid Covers Hours Added

- () Yes, send form to the Admission's Office
() No, send form to Business Office

Comments:

Financial Aid Signature _____

Date _____

BUSINESS OFFICE: Required Tuition/Fees Paid

() Yes () No

Comments:

Business Office Signature _____ Date _____

This form must be signed by the instructor, Financial Aid, and the Business Office (if required) before being forwarded to the Admission's Office.

Student was reinstated on _____.

Admissions Office Signature _____