

**Petition for Reinstatement to Class Roll
After Being Dropped for Non-Attendance or Non-Payment**

GSW ID Number: _____ Major: _____ Advisor: _____

Student's Name: _____ Phone Number: _____

Mailing Address (Street, City, State, Zip): _____

NOTES TO STUDENT:

In general, students who have been dropped for NON-ATTENDANCE will not be reinstated into the classes from which they were dropped.

Reinstatements will be considered if either:

- The instructor made an error and the student was in attendance prior to being dropped OR
- The student can document a crisis that prevented attendance and the instructor believes that there is a strong probability that the student can catch up in the class.

A student who falls into one of these two cases can submit this form to the instructor. If the instructor approves the form and the student returns it to the Student Accounts Office and confirmation of payment is received by the deadline for seeking reinstatement, then the student will be reinstated in the course.

The deadline for seeking reinstatement is 14 days after the published Enrollment Verification Date, found on the GSW Academic Calendar: <https://www.gsw.edu/calendars/academic-calendar>

Students who have been dropped for NON-PAYMENT may petition for reinstatement to classes by completing the steps listed below. The instructor may not approve a petition if he/she believes that the student has missed too much course content to have a strong probability for success in the class. Please note that GSW policy states you must be approved to be reinstated into all of your courses that you were dropped from.

1. Complete a separate petition for each class for which you are seeking reinstatement.
2. Obtain the signature of the instructor verifying that you have attended the class. Instructor approval is required for reinstatement to a class.
3. Take the completed petition to the Student Accounts Office (Canes Central)

Students and instructors will be notified of the decision on the petition through GSW email.

COURSE INFORMATION

Please complete a separate petition for each class for which you are seeking reinstatement.

Course Abbreviation	Course Number	Course Reference Number (CRN)	Credit Hours	Instructor
<i>Example: ENGL 1101 80031 3 Hours Dr. Jane Doe</i>				

Give a detailed explanation of what you are requesting and the reason for your request. Document any hardship and/or extenuating circumstances as fully as possible, and explain specifically how these contributed to the need for this request. Attach additional pages to this form as needed. Petitions and appeals filed without proper explanation and documentation will be denied.

Student's Signature

Date

NOTES TO INSTRUCTOR:

For students requesting to be reinstated in your course after having been dropped for **NON-ATTENDANCE**:
Please approve this reinstatement if you made a mistake and the student was attending at least one time before the Enrollment Verification deadline. Otherwise approve this reinstatement only if each of the following three things are true:

- The student has attended at least one class meeting of your class AND
- The student has shown you documentation that reveals that a personal crisis prevented his or her attending your class during the Enrollment Verification period AND
- You have reviewed your syllabus with the student and you believe that he or she will be able to be successful in the class.

For students requesting to be reinstated in your course after having been dropped for **NON-PAYMENT**:
Please approve this reinstatement if the student has attended your class and you believe that he or she will be able to be successful in the class.

INSTRUCTOR: Sign appropriate line to indicate approved or not approved.

Comments:

Instructor's signature confirms student's attendance of at least one class meeting and receipt of student's notification of intent to attend class.

NOT APPROVED-INSTRUCTOR'S SIGNATURE & DATE

APPROVED-INSTRUCTOR'S SIGNATURE & DATE

STUDENT ACCOUNTS OFFICE: Required Tuition/Fees Paid
Recommendation: Approved / Not Approved
Financial Aid Review Required: YES / NO
Comments:

YES / NO

Student Accounts Office Signature & Date

FINANCIAL AID OFFICE: Financial Aid Covers Hours Added
Recommendation: Approved / Not Approved
Comments:

YES / NO

Financial Aid Office Signature & Date

After this petition has been signed by the instructor, the Student Accounts Office, and the Financial Aid Office (if required), it will be forwarded to the Registrar's Office.

Registrar's Office Signature & Date

Student and Instructor will be notified of decision on petition through GSW email.