

ABSENCE APPEAL

Student Application

DeSoto Campus

Complete this form then save it and email to kreed@northwestms.edu

APPLICANT INFORMATION			
Student Name		Contact number	
Student ID			
Course Name			
Instructor Name			
STUDENT EVALUATION: Please complete area below. How you respond will influence whether or not you are readmitted into the class.			
Reason for Missing Deadlines	Check those that Apply	Documentation Available	
		Yes	No
Illness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Death	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Military Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	Explanation:	
ADDITIONAL COMMENTS. <i>Explain below why you feel you should be admitted back into the class (use back if necessary):</i>			
FOR ADMINISTRATIVE OFFICE USE ONLY			
DATES OF ABSENCES:			
IS THERE A POSSIBILITY OF THE STUDENT PASSING? (Please Explain)			
IS THE INSTRUCTOR WILLING TO ALLOW THE STUDENT TO RETURN TO CLASS? OR WITHDRAW FROM CLASS?			
APPLICATION FOR APPEAL			
<input type="checkbox"/> IS DENIED <input type="checkbox"/> IS APPROVED			

STUDENT SIGNATURE: _____ DATE: _____

SIGNATURE OF EVALUATOR: _____ DATE: _____

PRINTED NAME OF EVALUATOR: _____