



Student Petition to Reinstate Class Schedule

This fillable PDF is used for students seeking reinstatement in courses dropped due to **non-attendance**. **Students** should download, save, and work with the instructor(s) of record for courses dropped due to non-attendance. One form should be completed per course/instructor unless it is for a lecture and the corresponding lab.

Faculty members should submit completed and signed forms to studentrecords@jsums.edu for processing.

Incomplete forms will be sent back to faculty for review and correction.

Student Information: (To be completed by the student)

First Name: _____ Middle: _____ Last Name: _____

J# _____ JSU Email: _____ Contact Phone: _____

I request reinstatement in:

Course _____ CRN _____ Instructor Sign & Date _____

Course _____ CRN _____ Instructor Sign & Date _____

Note: CRNs can be found on the P.A.W.S. Course Schedule:

https://ssb-prod.ec.jsums.edu/PROD/bwckschd.p_disp_dyn_sched

Faculty Rationale for Reinstatement: (To be completed by Faculty Member)

Academic Term: _____

As part of the non-attendance reinstatement request, has the faculty member counseled the student about the importance of attendance and the impact of absences on learning and the final course grade? YES _____ NO _____

Note: For reinstated students, faculty members should continue to monitor attendance. Non-attendance should be reported in EAB Navigate. If the student discontinues attendance, the last date of attendance should be recorded with submission of the mid-term grade and/or the final grade.

Instructor Name: _____ Date: _____

Revised on 9/06/2021

FOR REGISTRAR OFFICE USE ONLY

Request Processed Processed by: _____ Date: _____