EXCESSIVE ABSENCE APPEAL FORM

APPEAL PROCESS:

1. Deliver the completed excessive absence appeal form IN WRITING to the office of the Vice-President for Student Affairs, Dr. Bill Ashley in Office of Student Services in Kenna Hall.

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 Student Affairs will inform the student via their SMCC email account if he/she is eligible to return to class.

If the student wants to appeal the Vice-President for Student Affairs’s decision, the student should notify the Vice-President for Student Affairs in writing.

2. The Vice-President for Students 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.

Student Name ____________________________________________

Address Last First Date

Street/Road City State Zip

Student ID # Email

Phone # Class Section

Supporting documentation must be attached to this form and submitted at the same time. Missing documentation and incomplete excessive absence appeal forms will constitute an incomplete appeal and the appeal will be denied. Please briefly list the reason for your excessive absences:

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Signature ___________________________ Date ________________

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Rhonda Gibson, Director of Disability Support Services, SMCC, 601-276-3885, Kenna Hall 129; Dr. Bill Ashley, PhD, Vice President for Student Affairs, Title IX Coordinator, & Director of Athletics, 601-276-3717, SMCC, 1156 College Drive, Summit, MS 39666.