SOUTHWEST
MISSISSIPPI COMMUNITY COLLEGE

# EXCESSIVE ABSENCE APPEAL FORM

Student Name_____
Last First

Address_____

Student ID #_____Email_____

Phone #_____Class Section_____

Supporting documentation must be attached to this form and submitted with the appeal letter. Missing documentation will constitute an incomplete appeal and will be considered void.

APPEAL PROCESS:

1. Deliver the completed Appeal Form IN WRITING to the office of the Vice-President for Student Affairs.

   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 Affairs will inform the student if he/she is eligible to return to class.

   If the student wants to appeal the Vice President of Student Affairs' decision, the student should notify Student Affairs in writing within 5 days of being denied back in class.

2. Vice President of Student 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.

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: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Dr. Brent Gregory, Vice President for Student Affairs and Title IX Coordinator, 601-276-3732; SMCC, 1156 College Drive, Summit, MS 39666.